

Extended Activities Policy

Policy Monitoring, Evaluation and Review

This policy is effective for North Mead Primary Academy, an academy within the Mead Educational Trust.

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Author:	R Pattni
Approved by:	A Curran
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Revision History:

Version	Date	Author	Summary of Changes:
0.1	April 2017	EM	New Policy
0.2	October 2018	EM/MC	Updated methods of contact to parents and updated to reflect Trust name change.
0.3	October 2019	KH	Some minor word changes and policy renewal due.
0.4	October 2020	KH	Covid 19 risk assessment update included.
0.5	October 2021	RP	Some minor word changes and policy renewal due.

Extended School Activities Policy

This policy should be read in conjunction with North Mead Primary Academy's Health & Safety Policy, Safeguarding and Child Protection Policy, Behaviour Policy, and Visitors Code of Conduct.

Here at North Mead Primary Academy we offer a Breakfast Club and a number of Before and After School Clubs.

Covid 19

- All adults involved with clubs will follow whole school risk assessment to ensure government guidance is fully adhered to.
- Children to be reminded that bug busting classroom rules apply in clubs.

Admissions

- Only children attending North Mead Primary Academy are eligible to attend a club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

Before School Club -8 am to 8.40 am

- All children are required to sign in with a member of staff.
- Children go directly from breakfast club to their classroom at 8.40am.

After School Club -3.30 pm to 4.30 pm

Collection of Children

- Children will be taken down to the Main Hall at the end of the school day to meet with Club Leader
- Club staff will take a register of all contracted children and will liaise with the teacher / school office to determine any reason why a child is not accounted for.

Departure

- The parent/carer or named collector must inform a member of staff that they are collecting if they are leaving early from a club.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform club staff if their child is going to be absent from club.

Behaviour

Whilst attending clubs children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age, and religion.
- Choose and participate in the range of activities.
- Ask for help if needed.
- Enjoy their time at the club.

Positive behaviour is encouraged by:

- Staff acting as positive role models, the curriculum being engaging and inclusive.
- Praising appropriate behaviour.
- Allocation of dojos.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Behaviour Management strategies as laid out within the Academy Behaviour Policy will be followed.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

Parents of any child who become unwell during club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

Uncollected children

If a child has not been collected by 4.40 pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

Cancelled Sessions

In the event of a session being cancelled the provider should inform the school as soon as possible. Where practical the school should contact Parents/Carers by letter, text message, dojo, email message with notification of a cancelled session at least 48 hours prior. If this is not practical, due to an emergency cancellation, then telephone calls, text messages dojo and email messages will be made to parents/guardians during the day. Children attending a club, which is cancelled on the day, should be registered as a group as normal. They should be kept on school site by the school appointed adult until collected by a Parent/Carer.

Club numbers

Suitable ratios of adults to children should be maintained by the adult responsible for the club. From a learning perspective, the University of the First Age has reported that 15 to 20 pupils is the largest group in extended learning activities. Further guidelines regarding specific sports can be obtained from the appropriate governing body of sport. Any Parent/Carers supporting the delivery of this club must have an up to date CRB/DBS check.