



Extra-Curricular Club Policy

This policy will be reviewed annually
Policy written February 2022 by Mr A. Morrison
Next review: May 2022 by Mr A. Morrison

Introduction

Wimbledon Common Preparatory School (WCPS) children have a core entitlement to a broad, interesting and relevant curriculum. There are areas of learning that are extended in breadth and depth before and after school which we recognise as being beneficial to our children. Opportunities to participate in before and after school activities increase as children move through the school from EYFS to Year 2. We aim to offer these extra opportunities through various types of provision delivered by school staff and external providers.

The Aims of the Policy

By encouraging extra-curricular activities, we intend to:

- enable children to sample from a range of activities and pursuits that will help them choose leisure activities for adult life
- enable children to have fun and enjoy a broad range of activities
- enable children to extend their enjoyment of particular areas of learning through more in depth study and activity
- encourage children to develop friendships between age groups, and work together cooperatively

This policy also relates to other policies including Child Protection Policy, Behavioural Management Policy, Allergens Policy and First Aid Policy.

Application Process

Parents/carers are invited to apply for clubs a term in advance, clubs are allocated on a first come first served basis. Additional places for after school clubs may be allocated depending on demand.

Early Morning Clubs

These run from 8am (7.45am from Monday 21st February) to 8.40am and are intended to attract children who would be unable to attend afterschool clubs due to other commitments and/or who are unable to walk/cycle to school. These clubs are chargeable.

All persons in charge of the extra-curricular club must keep a register and include notes of children containing any pre-existing medical conditions (including allergies). Parents/carers must register their child as soon as is practically possible and before leaving the school premises. At the end of the club the children must be safely passed onto their EYFS class teacher in an orderly manner;

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Year 1 and 2 children should be walked into the school building and allowed to make their own way to their classrooms.

After School Clubs

- After school clubs run by school staff will be at the discretion of the extra-curricular club coordinator in collaboration with the head teacher. Parents will be informed of timings and options. These clubs run from 3.30pm-4.30pm and are not chargeable
- Activities provided by outside providers will be at the discretion of the extra-curricular club coordinator in collaboration with the head teacher. Parents will be informed of timings and options. These clubs run from 3.30pm-4.30pm with the exception of EYFS clubs which run from 3.15pm-4.30pm and all of these clubs are chargeable.

All persons in charge of the extra-curricular club must keep a register and include notes of children containing any pre-existing medical conditions (including allergies). Teachers or teaching assistants must bring the children to the person in charge of the club and inform them if there is anyone not attending from their class. If there is a child not accounted for once the club register has been taken the person in charge of the club must immediately investigate, pass information on to the a member of SMT and they will follow the missing child policy. At the end of the club the child must be safely passed onto their parent/carer in an orderly manner. Any changes of arrangements to the collection of children from the club should be made 24 hours in advance to the school office or to the class teacher and passed onto the person in charge of the club and the extra-curricular club coordinator.

Snacks

Boys may eat a healthy snack before the start of a sports club and are encouraged to have a drink of water. Club providers have a responsibility to know any children that have allergies, Epi-Pens & inhalers and know what foods they are allergic to - details are written on the club register. It is the responsibility of the coach/instructor to ensure that there is no cross-contamination within the group.

First Aid

For both early morning and after school clubs procedures for first aid should be followed as per the WCPS First Aid policy. Note, the Epi-Pens are now situated on hooks outside of the Headteachers office. Inhalers are in locked cabinets outside of Oak classroom and can be accessed by the key above the cabinet. The member of SLT or first aider should administer first aid and/or medication in the event of an emergency.

First Aid Emergencies

After School Emergency first aid cover is provided by a member of SLT. There is a rota for the before school and after school clubs that is shared with all staff informing them of which member of staff is on duty. If you are in a situation where you require additional first aid support and you teaching by yourself, please send a room star with two responsible children to ask for help from the nearest member of staff who should get support from another member of staff. There is also a phone on the top floor of the main building and in Orchard Hall.

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There is a whiteboard outside the headteachers office where a photo of the member of SLT in charge from 7:45am and from 3:30pm onwards will be displayed each day. There is also a walkie-talkie hanging up in that area too. This is to stay there and be used to contact the member of SLT on duty who will have another unit with them. Personal child medical bags are brought down at the end of each day and hung up in the area outside the headteachers office. In the event of a member of SLT being unavailable, any member of staff with a paediatric first aid qualification should assist.

All incidents of first aid should be written in accident report book and reported to parents/carer and the Extra-Curricular Club Coordinator (Andrew Morrison) or member of SLT on duty as soon as is practically possible. If an injury occurs after school involving any children from EYFS an accident report receipt needs signed by whoever collects the child. If it is serious injury or a head bump a second opinion/support must be sought by the member of SLT.

There will always be a member of SLT available in the school until the last child has left the building safely. The member of SLT will deal with any emergencies including lock downs, evacuation in the event of a fire/bomb, a lost child. The procedures involved will be the same as during the school day.

FIRE ESCAPE ROUTES - FIRE ASSEMBLY POINT: PLAYGROUND AT REAR OF SCHOOL

Children should be led following the fire escape route to the rear of the playground and registered.

Side gates

The side gates should always be kept locked during club times unless there is a member of staff on gate duty. It is the responsibility of the staff taking an outdoor club to check that gates are locked.

External Provider Checks

The external provider must confirm in writing, in advance of starting at school, that they do all the normal recruitment checks on their staff. This letter should come from the Human Resources Manager at Kings College School and this must be done before they start at the school. Once they have signed this letter. Each individual coach needs to bring with them photo ID and their DBS check, and a copy needs to be sent to the Human Resources Manager to record their details on the Central Register.

Before the coach/instructor starts their first session, they must have read and understood the following:

- Behavioural Policy
- First Aid Policy
- Safe Touch Guidance
- Safeguarding Policy
- Been introduced and know the identity of the DSL and deputy DSL

All external coaches/instructors must complete a Self-Declaration Form.

Charges for Clubs

Clubs except for those run by the PE department are chargeable and parents are invoiced at the end of term along with school fees.

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