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**Extra-Curricular Activities Policy**

**J. Johnson**

**November 2022**

**Approved by Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rationale**

After-school clubs promote further development of a child’s education. Staff must ensure that they follow the set procedures in this policy to offer the best learning experience outside of school hours. After school clubs must follow the normal safeguarding policies used in school hours that are in place at Lodge Farm Primary School (please see safeguarding policy).

**Purposes**

By encouraging extra-curricular activities, we intend to:

* enable children to experience different activities;
* provide opportunities for fun and enjoyment through a range of activities;
* extend learning through particular activity areas;
* encourage children to work together co-operatively and across age groups.

**After school club procedures**

After school clubs run from 3.20pm to 4.30pm. Any messages related to planned absences from the after school club must be left at the school office. Permission must be given prior to any child attending a club. Parents/carers should be made aware, as they would normally, to update any emergency contact details and medical information. The adult responsible for the club must check each session that the child has the necessary medication before beginning the club, e.g. an inhaler. If a child is feeling unwell, then a phone call to their parent/carer will be made for the child to be collected. Clubs will normally run for the duration of a term at a time, although this may vary. A new letter will be sent out each term so that parents/carers are aware of what clubs are available. A register will be kept by the staff member delivering the club and should be taken at the beginning of each session. The registers are kept on the SharePoint so that they are accessible by other members of staff, in particular the office. Where a child is absent without an explanation, a phone call home is required so that the whereabouts of the child and their safety is established. The staff member responsible for the club must ensure that all pupils are collected by the designated adult/carer or that alternative arrangements, e.g. Year 5&6 pupils walking home, have been agreed in writing.

**Staff absence**

In the event of a staff member being absent, another member of staff will deliver the club. Where possible, the activity will remain the same. However, on some occasions, this will not be possible, therefore staff members will do something different, but it will remain age-appropriate for the group of children in their care.

**Off-school site activities**

As with any off-site activity, a risk assessment needs to be completed and given to SLT before the activity takes place. Suitable ratios of adults to children should be maintained by the adult responsible for the club.

**First Aid**

Extra-Curricular Activities must follow the normal first aid policies used in school hours that are in place at Lodge Farm Primary School (please see first aid policy).

**Club Expectations**

All activity leaders should ensure that there are regular reminders about:

* The procedures in case of a fire.
* Rules for moving around the school building.
* Arrangements for going to the toilet.
* Changing arrangements.
* Expectations of behaviour.