TOLWORTH SCHOOL
Happy children, successful learners

Tolworth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Extra-Curricular Clubs Policy

Governors' Committee / Responsible Member of Staff	School Business Manager / Club's Administrator delegated from Finance, Premises and Personnel Committee
Status	Voluntary
Review Cycle	Annual
Date written	October 2024
Date of last review	October 2025
Date of next review	October 2026

STATEMENT

This policy should be read in conjunction with all other school policies. Particular attention should be paid to the school's aims, the behaviour policy, child protection and safeguarding policy and the health and safety policy which can be viewed on the school's website.

High quality clubs and activities are an essential part of school life; they provide opportunities to enrich children's experiences beyond the curriculum and are an excellent medium to foster good relationships between adults and pupils. They can also develop pupils' social skills by providing a forum for interaction between pupils of different ages and schools. The extra-curricular activity programme provides opportunities for the children to develop their interests and talents through enjoyment and self-esteem.

INTRODUCTION

Extra-curricular clubs may be run by any staff member of the school with the permission of the Headteacher or an outside agency that has been approved and checked by the Headteacher.

Anyone who is running an extra-curricular club MUST provide an up-to-date DBS and Photo identification, Public Liability Insurance, evidence of Safeguarding Training.

External providers are charged for the use of our facilities and more information can be found on our Lettings Policy. The current charge for extra-curricular club providers is **£10** ***(2025-26)***. One free place must be provided to the school for allocation to children at the school's discretion. The school premises must be left in a suitable condition ready for teaching and learning.

Support for behaviour issues can be obtained from the school office or the Senior Leadership Team.

Clubs and activities should always promote a positive attitude towards school and help to develop the school's relationship with parents/carers and the local community.

Procedures for organising and running all clubs are the same and this policy should be given to anyone setting up a club so they can adhere to them.

PROCEDURES

Setting up a club

- Anyone intending to begin a new club must consult the School Business Manager or Clubs Administrator for approval.
- External providers/volunteers **must** be DBS checked and recorded on the school's single central record.
- All new external providers will be sent the school's Safeguarding and Child Protection Policy.
- External providers for sports activities must provide copies of their qualifications.
- External providers are required to commit to 10 sessions per term.
- External providers are expected to arrive 10 minutes before each session.

- It is not the school's policy to cancel a club; external providers ***must*** ensure they can cover their staff absences.
- Clubs should run:
    - Before school for 40 minutes: 8.00am to 8.40am
    - After school for 1 hour: 3.20pm to 4.20pm
    - Clubs will not run during the first and last week of every term, unless agreed with the Clubs Administrator.

Running a club

- It is the responsibility of the club leader to take the register at the beginning of the session *promptly* and return it to the office before the club starts. The register will be kept in a folder in the school office. A child may return the register to the office.
- The club provider in charge must make themselves aware of any medical needs of children in their group (information is recorded on the register).
- The club leader must check that the area on which the activity is going to take place and equipment used is safe, e.g. there are no obstructions like chairs, equipment etc. If out on the hard court or field, check the ground is clear of any broken glass, large stones etc. Always remind children to look where they are going and to be aware of others. Reinforce safe use of equipment.
- All children should be aware of the environment around them in the event of a child getting injured.
- All children should be aware of the rules and regulations before an activity is started.
- Any school equipment and keys must be returned to the school at the end of the session.
- All clubs must finish promptly at the specified time.
- Any pupil who persistently misbehaves or disrupts a club should be reported to the school office.
- **First Aid** is administered by the school office.
- **Fire Safety**: all people running extra-curricular clubs should be made aware of the school's fire safety procedures, as follows:
    - If fire alarm sounds evacuate immediately and walk to fire safety point in the playground.
    - Office staff to provide the club register at fire assembly point.
    - The person leading the club will take the register and ensure children are present.
    - Club organisers and attendees must wait and return to activity only when given the 'all clear'.

- **Safeguarding**: any concerns for a child to be reported to a Designated Safeguarding Lead - Rachel Nye (Headteacher), Linda Jackson (Children and Families Coordinator) or Rachel Jennings and Harriet Dodson (Deputy Headteachers) who can be contacted directly via the school office or telephoned on **020 8399 4472.** If you have concerns about a staff member, volunteer or another adult who may pose a risk of harm to children, please report to Headteacher, Rachel Nye. If your concern is about the Headteacher contact the Chair of Governors who will consult the LADO without notifying the Headteacher first. Please contact the school office for contact details.

- It is the responsibility of the club leader to be aware and comply with the Disqualification under the Childcare Act 2006. Details can be found on the government website.

https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006

Before-school clubs

- Children should arrive in school changed and ready for the club to start and meet where they have been asked to.
- The register should be taken by the club leader and returned to the office as soon as possible so that parents or carers can be contacted if a child is absent.

After-school clubs

- The club leader is responsible for ensuring all children are collected from after-school clubs as stated on the club register.
- Children may walk home if given prior permission in writing from a parent or carer.
- It is the responsibility of the person running the club to inform the office and ask them to contact the parents or carers of any child who is not collected on time. Uncollected children should be brought to the school office where a member of staff must stay with the child until they are collected.
- Children going to after school care (TASC) must be escorted by an adult.
- Club organiser is not permitted leave the school premises until all your children have been accounted for.

NO CHILD MAY GO WITH ANOTHER ADULT IF PERMISSION HAS NOT BEEN RECEIVED FROM THEIR OWN PARENT OR CARER

Club Administrator responsibilities:

- Autumn, Spring and Summer club timetables and flyers will be sent to parents and carers via email; copies will be available in the school office or via the school website.

- In-house clubs will require a permission slip / Google form to be completed as permission and processed by the administrator, once processed offer letters will be sent out to parents and carers and payments requested to secure their club bookings.

- Some of clubs will need to be booked and paid for directly with the provider, this can be checked via the club's timetable and relevant flyer. These bookings are managed by the provider.

- To compile a register of children who are taking part in any club with medical information and how they are getting home; this will be kept in the school office.

- To arrange a meeting place e.g. sport hall or class room where children can change and leave their belongings, in one place. Details of which classroom the club will take place will be emailed to parents and carers each term before the clubs start. A timetable of where clubs will take place will also be printed and put into class register for teachers.

- To ensure a first aider is always present while an extra-curricular club is taking place. If the designated first aider is not available a replacement must be found for the club to run.

- To check the returned register within 10 minutes of the club starting and to verify any absences with the main school register, contacting parents and carers if necessary.

Children who are not collected from activities or school as expected:

- To ensure every attempt is made to contact parents and carers on the given emergency and home telephone numbers.
- A member of the school office to be informed, who will then notify a member of SLT / DSL if required.
- Procedures for children not collected at the end of school day are available from the school office.

Children's responsibilities

- In order to encourage perseverance and responsibility children are not allowed to drop out of a club without good reason. They must provide written permission from parents and carers.
- If selected to represent the school, children should give priority to school teams before outside clubs.
- Children are expected to behave in the appropriate manner whilst attending a club and follow the school's 'Positive Behaviour, Positive Relationships and Anti-Bullying Policy'. Parents and carers will be notified of a child's misbehaviour. Continuing inappropriate behaviour may result in the removal of the child from the club.
- When children are representing the school in a tournament, match or other event, they are expected at all times to act as good ambassadors for the school. If a child's behaviour is not acceptable during the school day, they will be warned that the consequence of continued poor behaviour choices will be that they will not be permitted to represent the school. Children are required to wear sport kit for all sports clubs. This may consist of shorts / T-shirt / tracksuit and trainers (does not have to be school kit). If children are attending football club, they must wear shin pads and tracksuit bottoms if wet. Long hair must be tied back, jewellery and watches should be removed and any earrings removed or covered with tape.
- Children are required to bring sun hats in summer and water bottles for sporting clubs, as appropriate.
- Chewing sweets or gum are not permitted.

CANCELLATION OF A CLUB

It is not the school's policy to cancel a club and cancellations should be avoided at all costs, as it means great confusion for collection of children from school and entails unnecessary administrative work for office staff. External providers are solely responsible for providing cover for any club leader absences and must ensure that cancellation of a club takes place only as a last resort.

Should a club be cancelled, it is the responsibility of the club provider to offer parents and carers a refund or to arrange with the Club Administrator another session.

If an after-school club has to be cancelled, it is the responsibility of the office to inform parents and carers via text, email or telephone and request collection of children. If parents and carers can't be contacted then children must remain in school until the activity would have ended. The office should ensure that there is a member of staff available to stay with the children until collected.

This policy will be reviewed annually. ***Date of next review: October 2026***

FOR EXTERNAL CLUB PROVIDERS

Please complete this form and return it to the Clubs Administrator
Tolworth School

I have received a copy of the Federation of Tolworth Infant & Nursery School and Tolworth Junior School Extra-Curricular Clubs Policy. I have read the policy and understand the terms and conditions contained therein. I agree to take responsibility for ensuring they are complied with.

Name: _____ Club: _____

Organisation: _____

Signed: _____ Date: _____