



# **Three Bridges Primary School**

## **After School Clubs**

### **Run By Outside Organisations**

#### **Policy**

**Approval Date: June 2014**

**Review Date: June 2015**

**Headteacher: Linda Potheary**

**Chair of Governors: Dennis Cockerton**

In order to ensure that After School Clubs run by outside organisations run smoothly, Three Bridges Primary School will ensure that all documents required are received prior to the club starting, and the organisation will ensure that all procedures are followed throughout the duration of the club.

## **DOCUMENTATION REQUIRED**

- **Letter to parents giving full details of the club to be run, including:**
  - Organisation name, address and telephone number and name of coach/instructor
  - Details of the activity/skills to be taught to the children
  - Start date and end date
  - Time the club will run (generally 3.15 pm until 4.15 pm)
  - Cost per week and total cost for half term/full term
  - Reply slip for parents to complete and return to the organisation along with their payment. This will include option for parents to give consent for the school to disclose relevant medical information such as asthma or hearing impediment in order to aid teaching (we will be happy to hold on to any replies for collection by the organisation). The parents should supply their child/children's name, parent's name and signature, contact number and confirm the total payment enclosed.
  
- **DBS Documents** for all coaches/instructors who will be/likely to be teaching pupils
  
- **Liability Insurance Policy**
  
- **First Aid Qualification** (or notify school that a first aider will be required; the school will then decide if a First Aider will be made available)
  
- **Qualifications/Training Certificates** for all instructors who will be/likely to be teaching pupils
  
- **Certificates for any PAT tested equipment that may be used during the club**

## **PROCEDURES**

- Organisation will provide the school with adequate copies of the letter giving club details in order for the school to distribute these to parents in good time to book a place for their child
  
- Organisation will provide the school with a register of children attending the club. This will be updated as new children join the club and updated registers should be sent to the school as appropriate
  
- The organisation will agree with the Headteacher the year groups that will be invited to join the club (e.g. football club at the Lower Site only open to years 1 and 2)
  
- A start and finish time and also the day of the week the club will run will be agreed with the Headteacher

- A maximum number of children per session should be adhered to for the children's safety
- Cancellation – should the club need to be cancelled for one week or longer, it will be the organisation's responsibility to contact parents and notify them of this and to advise parents if an additional week will be added to the course or a refund will be given. The school should also be made aware if the club will not be taking place and whether an additional date or refund has been organised
- Coaches/instructors should arrive at the school 10 minutes prior to the start of the club to ensure that everything is ready for the children to start the club on time
- At the end of the session, the coach/instructor will ensure that every child has been collected by a known person
- Coach/instructor should ensure that they know the location of the first aid room prior to starting the club along with the location of fire exits and toilet facilities
- It is the organisation's responsibility to ensure that standards of behaviour are of an acceptable level. The school has the right to stop a child taking part should they misbehave (a refund will NOT be given)