



**Three Bridges Primary School**

# **Clubs Policy**

**Including those run by the school  
and outside organisations**

**Approval Date: November 2018**

**Review Date: June 2023**

**Headteacher:** *TEMBERSA*

**This policy has been written to support the smooth running of all clubs, including those run by outside organisations. Club Organisers will need to provide all documentation prior to the start of the club and ensure that all procedures are followed throughout the duration of the club.**

## **DOCUMENTATION REQUIRED**

- **A link to the Club Organiser's website/webpage, which gives parents full details of the club, including:**
  - Club Organiser's 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/total cost for half term/full term and payment details
  - Application form for parents to apply online for a space in the club.
- **DBS Documents** for all coaches/instructors who will be/likely to be teaching pupils
- **Liability Insurance Policy**
- **First Aid Qualification** - If this is unavailable, please notify the school that a first aider will be required. The school can provide an on-site first aider; this will be at the cost of the club organiser.
- **Qualifications/Training Certificates** for all coaches/instructors who will be teaching pupils
- **Certificates for any PAT tested equipment that may be used during the club**

## **PROCEDURES**

- The Club Organiser will provide the school with a link to their website giving club details in order for the school to share this with parents in good time, to book a place for their child.
- The Club Organiser will provide the school with a register of children attending the club; the register is to be updated and sent to the school, as new children join the club.
- The Club Organiser will agree which year groups can apply for a place, with the school.
- The Club Organiser will agree details of start/finish times and day of the week, with the school.
- The Club Organiser will agree the maximum number of children per session in line with safety ratios.

- Cancellation – if the Club Organiser cancels the session for one week or longer, it will be the Club Organiser’s responsibility to contact parents/carers and the school, to advise whether they will organise an additional session or refund the session.
- Coach/instructor 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 must ensure that each child is collected; children cannot walk home alone.
- It is the Club Organiser’s responsibility to ensure that they have details of contacts and numbers, in case of emergency, or a parent/carer has not arrived on time to collect their child.
- It is the Club Organiser’s responsibility to obtain medical information from parent/carer, for children attending their club.
- 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 Club Organiser’s responsibility to ensure that standards of behaviour are of an acceptable level. If a child’s behaviour is unacceptable, the Club Organiser must contact the parent/carer to discuss the child’s place at the club. If a child’s place is lost due to unacceptable behaviour, the school should be informed.
- It is the Club Organiser’s responsibility to ensure that there is a thorough clean after every session.

### **Three Bridges Primary School’s Breakfast and After School Club**

Three Bridges Primary School runs a Breakfast Club from 7.45 am to 8.45 am and an After School Club for one hour (until 4.15 pm) or for two hours (until 5.15 pm) Monday to Friday. Both clubs operate from the Upper site. Children who are based at the Lower Site will be escorted by staff to the Lower Site following the Breakfast Club/to the Upper Site to attend the After School Club.

After School Club staff can collect children after a club and bring them to After School Club.

### **APPENDICES**

- Evacuation procedures (as per Appendix 7a of the Emergency Response Plan)
- TBPS Breakfast and After School Club Terms & Conditions

**Previous After School Clubs Policy approved October 2016**