



The Federation of Spixworth Schools

School Clubs Policy

This policy follows the model determined by Norfolk County Council.

Agreed by Governing Body: Autumn 2023

To be reviewed: Autumn 2025

Group Responsible: SLT

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Statement of intent

The Federation of Spixworth Schools believes in creating a safe, welcoming and stimulating environment for all the children in its care. The school believes that a safe social atmosphere helps children of all ages to develop their social skills and confidence.

In order to help and support parents, the school aims to provide an affordable and convenient wraparound childcare service. Breakfast and after-school clubs are made available to children aged 4 to 11, allowing parents more flexibility with their working hours.

The breakfast club caters for up to 20 children at a time and the after school club caters for up to 16, ensuring that there is a staff to child ratio of 1:8 at all times.

The school also provides numerous extracurricular clubs and activities as a method of developing children's social, behavioural and academic skills. All clubs and activities are conducted to the same high standard as that of the educational provision.

Wraparound childcare and extracurricular clubs and activities, may include provision by external providers – appropriate safeguarding procedures will be followed with regards to these.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2022) 'Keeping children safe in education'
- DfE (2016) 'Wraparound and holiday childcare'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Attendance Policy
- Data Protection Policy
- Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Anti-bullying Policy
- Complaints Procedures Policy
- Health and Safety Policy
- Behaviour Policy
- Fire Compliance Code

2. Wraparound childcare

Wraparound childcare is defined as childcare provided by a school that runs outside of normal school hours, e.g. breakfast clubs.

Parents have the right to request that the school considers the provision of wraparound and holiday childcare for children in Reception up to Year 6.

Where there is demand, the school may provide wraparound childcare services for children under the age of 5 years old, but it is not obliged to do so.

The charges for wraparound childcare will be broadly cost neutral. Any profit that the school makes from providing these services will be reinvested in the service or in the school.

The process for handling requests from parents is as follows:

- Parents are informed of their right to request wraparound childcare, the timetable for the process and the correct process they are expected to follow when making requests
- Parents are informed of the threshold for considering requests – this is five requests
- The demand for a childcare service is calculated

- Where the threshold is reached, the executive headteacher will discuss with the LA and consult with the governing board to decide whether the school will provide the service
- Within eight weeks from the count of the number of requests, parents are informed of the school's decision, including the number of requests received and the reasons behind the decision

Parents may exercise their right to request that the school considers the provision of childcare during the first two weeks of every term; requests made outside of this time period are not considered.

Parents are advised to submit written requests or emails describing the type of service they require, the times of day when the provision is required and the age of their children.

All requests from parents are recorded and dated, and stored in the executive headteachers office in accordance with the school's Data Protection Policy.

The school is permitted to refuse to provide the service only under the following circumstances:

- There is a lack of a suitable space
- There is a lack of demand from parents
- The school is unable to make arrangements with partner organisations
- A similar service is already available and can be used without difficulty
- The school has been placed in special measures

Where the school opts to provide the service, parents are informed of the allocation of places during the third week of every term.

If the school is unable to provide the service, parents are signposted to the local Family Information Service for up-to-date information about alternative childcare services in the area.

3. Roles and responsibilities

The governing board will:

- Maintain strategic oversight of how the 'right to request' process is working.
- Provide support to the executive headteacher in deciding whether the school should provide new childcare services.
- Ensure that child protection and safeguarding policies and procedures are updated to reflect any childcare provision provided by the school.
- Hold the executive headteacher to account for the performance of the childcare services.

The executive headteacher will:

- Discuss with the LA and consult with the governing board about the viability of any new childcare service.
- Recruit any additional staff required for the childcare service and line manage the childcare service's staff.

- Report to the governing board on the performance of the childcare service.
- Manage any complaints relating to the childcare service.

The SBM will:

- Determine the financial viability and practicalities of any new childcare service and offer evidence-based recommendations to the executive headteacher as to whether the school should provide the service and how it should be delivered i.e. in-house, blended or externally-run.
- Ensure that employment contracts are revised for school staff working at the childcare service.
- Ensure that the appropriate risk assessments have been undertaken in respect of the childcare service.
- Ensure that the appropriate insurance is in place for any new childcare service.
- Ensure that any reasonable adjustments are made to allow disabled children access to the childcare service.
- Implement an appropriate payment system for the childcare service.
- Purchase materials and equipment for the childcare service.
- Market the childcare service on various channels.
- Maintain financial records for the childcare service.
- Review and update facilities management policies and procedures to ensure that they cover the childcare service, e.g. cleaning, maintenance and security.
- Where requested, report to the governing board on the financial performance of the childcare service.

The SENCO will:

- Review and update existing equal opportunities policies to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that staff working at the childcare service consider the needs of children with SEND when planning their activities to prevent discrimination, promote equality of opportunity and foster positive relations.

The DSL will:

- Review and update existing child protection and safeguarding policies and procedures to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that any additional staff (both paid and volunteers) recruited for the childcare service complete an enhanced DBS (with barred list) check before they care for children.

4. Admissions and fees

The school has a first come, first served policy for admissions to wraparound services. When all the places have been filled, new applications are placed on a waiting list. Only pupils who attend school within The Federation of Spixworth Schools may attend.

The staff to child ratio for our school's wraparound services is 1:8.

Before registration, parents are given the following information:

- The availability of places
- Terms and Conditions
- Behaviour Policy
- Complaints Procedures Policy
- The Federation's privacy notice

Parents are required to complete and return the following forms before children attend the clubs:

- Booking form including medical details
- Photo permission form

The standard daily fee for attending the breakfast club is £7, the after-school care club is £9. The following conditions are also in place:

- Fees must be paid via SchoolMoney
- The clubs accept childcare vouchers
- Fees are charged if attendance is booked and the child does not attend
- There is a fee of £10 per 15 minutes for the late collection of children

5. Extracurricular clubs and activities

A wide variety of extracurricular activities are offered with the aim of developing pupils' life skills, such as clubs – these are not the same as wraparound care.

Extracurricular activities are also used to prepare pupils for further education and professions, as well as give pupils the chance to explore things which they've never encountered by exploring beyond the national curriculum.

A range of opportunities are provided to pupils to promote a healthy lifestyle and support pupils' wellbeing, such as drama club to develop pupils' confidence and sporting activities to encourage team work.

All clubs are available to a mix of age groups, ensuring that pupils are given the opportunity to interact with others who have similar interests, rather than always being with classmates or small groups.

Where possible, the school links extracurricular activities to work experience and volunteering in order to help prepare pupils for further education.

In order to ensure that pupils' interests and needs are met, pupils are given the opportunity to contribute to the planning of extracurricular clubs and activities.

Extracurricular clubs and activities are provided free of charge, except for the cost of personal or specialist equipment and the cost of external providers.

All clubs and activities follow a first come, first served policy in relation to admissions. When all the places have been filled, new applications are placed on a waiting list.

Extracurricular clubs are organised, managed and conducted in accordance with the school's existing policies.

The maximum staff to pupil ratio for extracurricular clubs and activities is 1:15 but may be reduced due to the risk assessment for individual activities.

Pupils partaking in the club/activity are registered at the beginning and end of the session in order to ensure that nobody is missing.

All extracurricular clubs and activities follow the same procedures and protocols as the school's extended services.

Whilst clubs and activities are being conducted, the designated member of staff leading the extracurricular club is responsible for the safety and welfare of all pupils.

Appropriately trained members of staff partake in clubs and activities where SEND provision is needed.

Extracurricular clubs do not discriminate against pupils with SEND.

6. Arrivals and departures

The school is fully committed to the safety and security of all the children in its wraparound and extracurricular clubs; therefore, several procedures are in place for when children arrive at a breakfast or after-school club:

Breakfast clubs

- Parents drop their child off at the breakfast club.
- Attendance is recorded in the breakfast club's register; the parents of any pupil who was booked to attend, and is not present when the register is called, are contacted immediately.
- A staff member will collect pupils from the breakfast club and escort them to their respective classes.
- The staff member collecting the pupils will inform the school office of pupils that did not attend the breakfast club as expected; the school will follow its Attendance Policy if the whereabouts of those pupils remain unknown after registration is called.

After-school clubs

- The collection point is individual classrooms.
- Reception, Year 1 and Year 2 pupils will be escorted to the club by a staff member and recorded in the after-school club's register upon arrival, whilst older pupils will find their own way. If a pupil arrives at the collection point, but is not on the register, a staff member will check with the school and the parent before turning the pupil away.

- Where there are children booked to attend the club, but they have not arrived, the club will check with the school on the child's whereabouts before calling the children's parents.
- Where parents cannot be contacted, and the whereabouts of any children remains unknown, the club will follow the procedures outlined in [section 9](#) of this policy.

7. Involving parents

The school aims to achieve effective communication with parents; therefore, it has the following protocols in place to ensure effective information sharing:

- Parents are invited to visit the facilities before their child attends.
- All the club's policies are available on the school's website, and hard copies are also available upon request.
- All members of staff take note of information from parents that could affect the happiness and wellbeing of their child.
- Parents are welcomed at the collection point to exchange information and provide updates on their child's wellbeing.

8. Missing child procedure

The school has procedures in place to ensure the safety and wellbeing of all the children in the school's care.

The school ensures it holds at least two emergency contacts for each pupil registered at the club.

All staff are informed of the missing child procedure as part of their induction.

If at any time a child cannot be located, the following steps are taken:

- All members of staff are alerted that a pupil is missing.
- Members of staff conduct a search of the premises and the surrounding area.
- At least one member of staff stays with the other children involved in the club, in order to prevent further problems and keep a calm atmosphere.
- If the child is not located within 10 minutes, the police and the parents of the child are informed.
- The search for the child continues until the police arrive.
- The executive headteacher liaises with the police and the parents of the child.

9. Uncollected children

Staff members do their best to ensure effective communication between clubs and parents. If a parent is up to 15 minutes late, the following procedures are followed:

- The parent is reminded that they must notify a member of staff if they are running late
- The parent will have to pay penalty fees of £10 for every 15 minutes they are late

If the parent is over 15 minutes late, the following procedure is followed:

- A member of staff attempts to contact the parent using the details provided on the registration documents
- If contact is not made, a message is left. The member of staff then attempts to reach the emergency contacts listed on the registration form
- For the duration of the wait, the child is supervised by two members of staff
- When the parent arrives, they are issued with a penalty notice of £10 per 15 minutes that they were late collecting their child.

If the parent is more than 30 minutes late, the following procedures are followed:

- If a member of staff has not reached the parent or an emergency contact, they contact the local social care team for advice
- The child remains on the premises with a member of staff, or is placed with the local social care team
- If the child has left the premises with the local social care team, a note is left on the door to the club informing the parent of the child's location. A contact number and address is displayed.

10. Health and safety

All members of staff at the school are aware of their responsibilities and duties in regards to the Health and Safety Policy. All members of staff are responsible for:

- Recording incidents, accidents and near misses.
- Maintaining a safe environment for children and adults.
- Taking part in any relevant health and safety training.

11. Safeguarding

All members of staff and volunteers are suitable to be working with children in wraparound care – anyone without the appropriate checks will be supervised by a member of staff who is permitted to undertake regulated activity with children.

All staff employed to work with children in wraparound care, up to the age of 8, are permitted to work with children and are not disqualified from working in a school, in accordance with the Childcare Disqualifications Regulations 2018.

Child protection and safeguarding extends to all wraparound care provision and the school expects all staff and volunteers involved in the provision of wraparound care to read and adhere to the Safeguarding Policy.

The Safeguarding Policy is provided to all staff and volunteers involved in wraparound care upon induction.

Any safeguarding matters are raised with the DSL as soon as possible.

12. Illness and injury

In the event of illness or injury, the school will act in accordance with the Health and Safety Policy and the First Aid Policy.

All members of staff are trained in first aid and are aware of their duties if a child is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:

- If a child becomes ill, the parents are contacted and asked to collect their child
- If a child is complaining of illness, but the member of staff does not believe it is serious, they monitor the child until the end of the session
- If a child suffers a minor injury, first aid is administered and the child is closely monitored for the rest of the session. Parents to be informed.

If a child suffers a major injury or becomes seriously ill, the following procedures are implemented:

- If a child needs to go to the hospital, an ambulance is called and a member of staff accompanies them
- The parents of the child are notified immediately
- Following the incident, members of staff conduct a review of the incident in order to prevent any such incident from occurring in the future

13. Medication

Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and Administering Medication Policy.

Members of staff are aware of the importance of administering prescribed medication to children. The school and its clubs understand that parental consent is crucial and has the following rules in place for administering medication to pupils:

- Before any medication is given, the child's record on Medical Tracker are checked to see if the medication has been approved by the parent.
- When a member of staff administers medication, another member of staff witnesses the process.
- Details of the process are recorded on Medical Tracker.
- If a child refuses to take the medication, the member of staff does not administer it. The parent is notified immediately.
- If a certain medication requires training to administer medication, only members of staff with the relevant training will administer it.
- If there are changes to the dosage or frequency of the medication, the changes are recorded on Medical Tracker. Parents are required to sign the forms again before any change in procedure.

14. Behaviour

The school's wraparound childcare services are subject to the existing Behaviour Policy; disciplinary issues are reported to the parents of the child.

Repeated breaches of the Behaviour Policy may result in the child being barred from attending the clubs.

Any outstanding fees paid by the parent are returned if a child is barred from attending the clubs.

15. Anti-bullying Policy

The school has a strict Anti-bullying Policy which is to be implemented at all times.

Any child who is the victim of bullying is supported in a sympathetic and friendly manner.

If bullying is reported, it is noted and investigated by a member of staff and the parents of both children are informed.

The school defines bullying as repeated harassment of others, including psychological, physical, verbal or emotional abuse.

If it is discovered that bullying has taken place, the following procedures are adhered to:

- Incidents are dealt with in a sensitive and thorough way
- Victims have the chance to discuss what happened with a member of staff
- Victims of bullying are reassured that the case will be taken seriously
- Victims of bullying are monitored to ensure further incidents do not occur
- If another pupil reported the incident, they are reassured that they did the right thing
- The child who is accused of bullying is made to understand why their behaviour was wrong
- If the bullying persists, more serious action, such as exclusion, is considered
- All incidents are reported to the executive headteacher, and incidents are recorded and investigated.

Bullying of a sexual nature will **never** be tolerated and will be addressed according to the procedures outlined in the school's Safeguarding Policy. Where crimes, such as rape, assault by penetration, sexual assault and up-skirting, are included in a report of bullying, the police will be notified.

16. EYFS

Wraparound care is open to all year groups, including Reception.

Reception-aged children are unable to partake in the school's extracurricular clubs and activities until the Spring term.

Once the Spring term has commenced, Reception-aged children are only able to participate in one extracurricular club.

17. Emergency evacuation/closure

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.

In the case of an emergency, the following procedures are followed:

- Emergency services are contacted
- All children are evacuated from the building and taken to the designated emergency assembly point – currently, at the infant school this is the field alongside Lillian Road and at the junior school this is at the top playground alongside Ivy Road.

- A member of staff collects the register and checks that all the children are at the emergency assembly point
- If a child is missing from the emergency assembly point, the emergency services are immediately informed
- Parents are contacted to collect their children
- All children remain at the emergency assembly point until they are collected by their parent

If a child has not been collected after undergoing the emergency procedure, members of staff follow the [uncollected child procedure](#).

18. Complaints

If a parent/carer has a concern about a club, the parent/carer should raise this with the club leader. If the concern is not resolved, the parent/carer should follow the Federation's Complaints Policy, available on the website or in hard copy from the office.

19. Monitoring and review

This policy is reviewed every two years by the executive headteacher and the DSL.

The scheduled review date for this policy is Autumn 2025



Generic Risk Assessment: School Clubs

Location: Spixworth Infant School & Woodland View Junior School	Date Reviewed: Autumn 2023	Those at Risk: Children and Staff
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Hazard	Control Measures
Club does not meet needs of the group	<ul style="list-style-type: none"> School gives necessary information to 'provider' about age, ability and any special needs in group Programme is agreed with provider before visit
Inadequate procedures for booking pupils in and out	<ul style="list-style-type: none"> Register kept of pupils in sessions.
Inadequate staff : pupil ratio, poor supervision	<ul style="list-style-type: none"> Club maximum numbers agreed prior to start date Register taken Any reports of changes in pupil numbers shared before club commences
Inadequate health and safety measures in place regarding first aid training, contact details for parents/carers, use of equipment, catering needs, administration of medicines, hygiene, etc.	<ul style="list-style-type: none"> All club leaders first aid trained, contact details kept and club leaders aware of any pupils having special medical needs First Aid available on school site. Club leaders aware of location of medical room and school recording procedures for administration of First Aid including communicating records to parents/carers Access to warm and cold water
Outbreak of fire	<ul style="list-style-type: none"> Fire risk assessment carried out All club leaders aware of school evacuation procedures and review this with club members half termly
Poor standards of hygiene, risk of infection	<ul style="list-style-type: none"> Club leaders trained in food hygiene as appropriate
Poor standards of cleanliness in the event of spillages – risk of slips, trips, and falls	<ul style="list-style-type: none"> Club leaders trained in cleanliness as appropriate Spillages dealt with immediately
Poor conduct of children when using the toilet during club time	<ul style="list-style-type: none"> Club leaders monitor number of children going to the toilets Toilet block closest to club room used only Children reminded to walk at all times within school Club leader to feed back to senior staff any incidents of poor behaviour. Repeated instances could lead to removal from the club
Late collection of child/child abandoned	<ul style="list-style-type: none"> Appropriate adult: pupil supervision Children are not left unattended Inform a member of school senior staff After ten minutes ring the parent or carer to arrange collection. Continue to try and make contact with all contact numbers listed for the child If after 5 o'clock the child still has not been collected then children's services should be rung to alert them to the situation 0344 800 8020



School Clubs Agreement, Policy and Risk Assessment

This agreement is between:

Spixworth Infant School / Woodland View Junior School (delete as applicable)

and

..... (“external provider”).

The external provider hereby agrees to adhere to the terms of the School Clubs Policy for Extra-Curricular Activities and related Risk Assessment appended hereto.

Signed Date

Print Name

Thank you.

Please sign and return to the school office