

The Rydal Academy

Extended School Activities Policy

Accepted by: The Rydal Academy LGB January 2015

Approving Body : Local Governing Body

Committee : LGB

Review Cycle: 3 years

Last reviewed: January 2018

Date for next review: February 2021

Introduction

Each week and over the course of an academic year The Rydal Academy operates a number of extended school activities both before and after the normal school day. Our clubs cover a wide range of different areas and provide an opportunity for every child to participate in an activity of their choice. Extra-curricular timetables are published in the school newsletter and on the school website annually.

Activity leaders

All clubs have an activity leader who may be a member of staff such as a teacher, teaching assistant or lunchtime supervisor, or somebody who is contracted to deliver an activity. The Head Teacher and Teaching and Learning Lead have overall responsibility for each club including the welfare of pupils.

Safeguarding

The following principles apply:

- Only designated people who have CRB clearance will be allowed to lead an extended school club.
- Each club will have a maximum number of children who can take part. This will depend on the number of adult leaders and helpers as well as the type of activity.
- Before an activity begins parents will be informed about the activity including its purpose, duration and times, the number of people who may attend and the person who will be leading the activity.
- A snack and drink may be provided at some clubs.

The setting up and running of clubs

- The club activity and lead person will be identified.
- Parents will be notified in writing of the clubs available.
- Sign up forms will be returned to the school office and all names recorded including a waiting list.
- Parents and children will be informed about whether child has been accepted into club.
- Attendees will be informed about rules for club including any resources, equipment that they may need to bring.
- Attendees will be informed about emergency procedures.
- A weekly register will be completed and returned to the school office.
- Teaching and Learning Lead will receive updates about how the club is running.

- Head Teacher, Teaching and Learning Lead or Pastoral Lead will be informed immediately of any concerns such as misbehaviour, comments from children or parents.

Behaviour

Children are expected to show very good standards of behaviour, including a caring attitude towards others. In order to protect everyone, no matter what the activity is or who is leading it, children are expected to follow our school rules at all times. Leaders will follow our procedures for dealing with disruptive behaviour which may include a child being temporarily restricted from attending a club. Following discussion with club leaders and with children the Head Teacher or Pastoral Lead will be responsible for taking the decision to impose this sanction. When this happens parents will be informed in person or via a telephone call.

All activity leaders are responsible for:

- Setting up their club and cleaning/tidying up afterwards
- Ensuring that a register is taken
- Supervising children during an activity
- Ensuring resources are kept clean and fit for use

An activity coordinator must:

- Be punctual when collecting children from the hall
- Be aware of any special medical conditions that could affect a child's well being
- Be aware of how a child is getting home. *Note that children must not leave school premises to wait for the person who is collecting them (unless notified in writing) or leave with anyone other than the designated adult.*
- Take any child who is not collected promptly to Youth Club (or to the school office if after Youth Club hours) so that parents/carers can be contacted.

Monitoring

We will continue to monitor our policy for extended school activities and will invite feedback from pupils, staff and parents. School will actively seek to engage the views and ideas of all stakeholders.