



## **St Ann's Heath Junior School**

### **Guidelines for Outside Organisations Providing Before or After School Clubs**

*The school is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all members of the school and its community to demonstrably share this commitment.*

#### **Introduction**

We have produced this information as a basic guide for those providing before or after school clubs for our children, and hope that it is useful. Before you work with our children, a Co-Head Teacher or a member of our leadership team will go through the relevant sections of our staff handbook with you. We will endeavour to communicate clearly with you so that you are aware of expectations, organisational aspects and relevant information about the children with whom you are working.

All outside providers are expected to comply with all statutory regulations whilst they are on the premises or undertaking any of their duties. The Co-Head Teachers or a member of the Senior Leadership Team (SLT) will ensure that the providers receive copies of all policies and procedures that are relevant to working in school such as E-Safety, Health and Safety and Safeguarding policies. They will be asked to complete the Agreement between school and club provider (see Appendix 1) which includes signing a declaration to say that they have read and understood these documents.

#### **Child Protection and Safeguarding**

All adults in our school have a duty of care for safeguarding and this includes providers of extra curricular activities. You will be expected to either show us proof of attendance at Safeguarding and Child Protection training and/or to attend the school's half day Safeguarding and Child Protection training.

Please raise any concerns with the Co-Head Teachers (or a member of the SLT) if:

- A child discloses any information to you that raises safeguarding concern;
- You are worried about a child's welfare, eg signs of neglect or abuse;
- You witness any behaviour of an adult that could be considered inappropriate.

#### **Enhanced Disclosure and Barring Service Check**

Before an extra curricular club begins, providers must ensure that we have seen and copied a current Enhanced DBS form. We will then complete our own DBS Disclosure – our School Business Manager, will go through this procedure with you.

#### **Confidentiality**

Occasionally in school you may become aware of information about a child which is confidential or private to the child or their family. This is a delicate matter that requires tact and discretion on your part. It is essential that you treat anything you see or hear in school with regard to individual children as being in absolute confidence and entirely a matter to keep within the school. You should refer any such matters to the Co-Head Teachers (or a member of the SLT) in confidence.

### **Health & Safety**

Your co-operation in complying with all St Ann's Heath Health and Safety procedures whilst on site is required.

In particular:

- It is important that we know exactly who is on the school premises and where they are. We therefore require every adult who is involved in running a before or after school club to sign in the visitors' book at reception on entry and sign out on exit. **Please do not open the door for other visitors, as they need to be checked in by reception.**
- If you are concerned that any adult may be on site without permission, please make the class teacher or a member of office staff aware of their presence.
- In the event of a fire, evacuation or lockdown emergency, an alarm will sound. This is distinct from the more familiar lesson change bell. If you hear an alarm, a member of staff will give instructions where to go. Please ensure that you accompany the child/children with whom you are working as instructed. All movement of children should be carried out calmly, quietly and quickly.
- If a child/children attending a club sustains a minor injury, it is our expectation that any basic first aid is undertaken by the club provider. For a more significant injury or in an emergency, the child should be brought to the school office if safe to do so (with another adult if there are two or more people running the club, or if appropriate with another child) or a child should be sent to the school office to seek assistance from a member of the school staff.

### **Supporting Children with Whom You Work**

Our school ethos aims to provide a caring and supportive atmosphere for the children. When working with an individual or group, please:

- Be friendly, calm and kind towards them;
- Praise as often as possible;
- Explain what they are expected to do as clearly as possible and help them to experience success
- Don't be afraid to correct a child whose behaviour may be inappropriate, but avoid raising your voice or touching a child. If inappropriate behaviour persists please see the headteacher;
- Avoid children being over-friendly with you, even if they know you outside school.

### **Monitoring and Evaluation**

These guidelines are monitored in line with the Policy Review Process timescales by school leadership and by governors through the Vision and Ethos Committee. This policy will be reviewed by staff and governors every 3 years, or earlier if need arises. This policy will be promoted and implemented throughout the school.

### **And Finally ...**

Thank you for providing an extra curricular activity at our school. If you have any queries, concerns, ideas for improving the way we work with our club providers, or if anything is unclear to you please do let us know.

<b>Policy Status</b>	
Agreed by Staff	June 2018
Agreed by Governors	June 2018
Next Review Date	June 2021

Appendix 1



**ST ANN'S HEATH JUNIOR SCHOOL**

**AGREEMENT BETWEEN SCHOOL AND CLUB PROVIDER**

SCHOOL YEAR-\_\_\_\_\_

NAME OF CLUB-\_\_\_\_\_

DAY AND TIME OF CLUB-\_\_\_\_\_

- I have submitted all relevant DBS documentation as requested
- I have read and understood the St Ann's Heath Guidelines for Organisations providing Before or After School Clubs
- I am fully aware of my responsibilities for safeguarding children and child protection
- I agree to follow all safeguarding and child protection practises whilst leading before or after school clubs at St Ann's Heath Junior School
- I have read and understood the St Ann's Heath Junior School Health and Safety, Safeguarding and E-Safety Policies
- I am fully aware of my responsibilities for health and safety and agree to follow all health and safety practises whilst leading before or after school clubs at St Ann's Heath Junior School

Signed \_\_\_\_\_ date \_\_\_\_\_

Name \_\_\_\_\_

for \_\_\_\_\_ name of organisation

Signed \_\_\_\_\_ date \_\_\_\_\_

Name \_\_\_\_\_

for St Ann's Heath Junior School