

| Document Control     |                             |
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| Document Title:      | Extra-Curricular Activities |
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| Person Responsible:  | Deputy Headteacher          |

## **Extra-Curricular Activities Policy**

### **Aims**

At Banstead Prep School, we aim to provide the opportunity for children to participate in a range of activities delivered by school staff and outside providers – there is a fee for participation in the externally provided clubs only. We aim to give the children a wide variety of additional activities outside of formal classroom hours that are enjoyable and contribute positively to their personal and social development. The safeguarding, welfare and safety of all children attending extra-curricular clubs is paramount.

### **Organisation of Extra-Curricular Activities**

#### **Extra-Curricular Club Coordinator (ECCC)**

- To draw up a list each term based on suggestions, feedback and staff/room/timetabling availability.
- Initiate contact with new external club providers.
- Inform HR of any club provider changes in a timely manner.
- Point of contact for external club providers and their staff on day-to-day club matters.
- To liaise with club leaders/providers.
- To communicate club selections and allocations to parents.
- BPS-run extra-curricular clubs - places are allocated via the online booking system (SOCS). Children are allocated a place at a club depending on the choices they have requested and availability.



- Externally run extra-curricular clubs – parents are directed to the external club providers book club places.
- Provide a register to be completed each week by the club provider. BPS staff to access the register via SOCS. External providers are provided with a paper copy of the register on arrival at the school.
- Undertake regular “drop-ins” to observe extra-curricular clubs operating to ensure the school's safeguarding procedures are being adhered to and record these in the approved format.
- Report any concerns regarding the conduct and behaviour of an extra-curricular club provider to the Headteacher / Deputy Head / DSL.
- Liaise with organisations regarding school dates and inform them of any dates when the premises will not be available or children will be on a trip.
- Report to the Head/ Deputy Headteacher/ Assistant Headteacher any behaviour issues/ concerns of children occurring during clubs and inform the parents of any incidences
- In the event of emergency staff changes to those leading an external club, liaise with HR Co-ordinator to ensure all safety checks have been verified by the club owner
- Arrange for parents to be contacted either by email, phone or text message if a club has to be cancelled at short notice
- Provide data for club attendance as requested for UL T-Meetings

### **HR & Business Support Administrator**

- Undertake a thorough induction with club providers to ensure they are fully aware of the school's safeguarding processes and procedures.
- Ensure vetting checks for external providers are completed.
- Refresh safeguarding awareness at least annually with regular club providers.
- Letters of assurance to be completed annually to include all registered members of staff.

### **Expectation of BPS Staff / Club Leaders**

- **All club leaders** to be committed to the safeguarding of Banstead Prep School children and be aware of the school's child protection and GDPR procedures, including the use of mobile phones whilst on the school premises (which should not be accessed/ used for the duration of a club



- unless for emergency), online safety procedures and know who to report any safeguarding concerns to.
- **All club leaders** to notify the school in advance of any changes to previously agreed staffing arrangements in a timely manner.
- **All club leaders** to be vigilant about ensuring children's safety whilst under their supervision.
- **All club leaders** to take responsibility for ensuring high standards of behaviour of children in line with the school's Behaviour Policy and report any concerns about the behaviour of a child/ren to the parent and ECCC
- **All club leaders** to adhere to procedures related to the security of the school site
- **All club leaders** to read, understand and adhere to the school's: Child Protection and Safeguarding Policy, Extracurricular Clubs Policy, Online Safety Policy, Online Acceptable Use Policy (AUP), Behaviour Policy, Staff Code of Conduct and Data Protection.
- **External club providers** to provide annual written confirmation and evidence that they continue to have up to date and robust safeguarding policies in place (letter of assurance).
- **External club providers** to have robust recruitment procedures in place for tutors/ coaches they employ, ensuring that they have undertaken the appropriate DBS check for the person working at Banstead Prep School, as well as having photographic ID to ensure they are the person named on the DBS certificate.

## First Aid

The ECCC, or a member of the School Office team (who hold current First Aid certificates) will be on the premises while clubs are taking place. Any accidents will be reported as per the procedures documented in the School's First Aid Policy and the child's parents will be contacted if necessary or informed when the child is collected by the club leader / provider.



**External Club Staff are also responsible for adhering to the following:**

- External Club owners have the responsibility to ensure all their staff hold a current DBS certificate which must be shown to ECCC or School Office, who will check it and provide the HR Co-ordinator with the relevant details (disclosure number and date) which then will be added to the club provider's file. Additional information required includes a valid (in-date) form of photographic identification, for example a passport or driving license. This is to be completed before the coach/ tutor delivers their first session. In the event of a relief coach running a club, the relief coach must bring with them their current DBS certificate and a valid photographic form of identification.
- External organisations will hold their own public liability insurance, a copy of which must be supplied to the HR Co-ordinator.
- Clubs must always start on time. It is the responsibility of the person leading the club to arrive at Banstead Prep School before their club starts, so that he/ she can set up any equipment and meet the children attending the club on their arrival. Clubs must finish at the correct time where the club provider will follow the club drop off process.

**Clubs start and finish punctually at:-**

Rec-Year 2 – 3.30pm to 4.15pm

Years 3–6 – 4pm to 5pm

- Club leaders are responsible for ensuring that the children attending their club are appropriately supervised throughout the session. They must remain with the pupils throughout the duration of the club. Pupils should only leave the place where the club is taking place to visit the toilet or to receive first aid. Where appropriate, and depending on the age of the child, another child might accompany an injured child to the School Office for first aid. If first aid needs to be administered on the spot, the School Office must be notified.
- In the event of a club session being cancelled, club leaders are responsible for contacting the school at least twenty-four hours in advance so that parents can be informed.
- Club leaders will provide their own equipment unless an agreement has been made prior to the club starting that school equipment is to be used - a levy may be charged for the use of school equipment.
- Ensure the room/ space that has been used for the club is left tidy and clean.
- Report any broken/ damaged equipment to the school office.
- Registers must be:
  - Collected at the start of the club
  - Returned to the office at the end of the club



- Completed to record attendance
- Food/ snacks/ treats
  - No food/ drinks/ treats are to be given to any children
  - Children may only eat snacks that they have brought to the club
  - No food is to be shared amongst children – ensuring any food allergies are adhered to

Club providers should be aware that the school will not be held responsible for the loss or damage of any equipment that they bring on to the school site. In the event of any deliberate or wilful damage by Banstead Prep School pupils to equipment belonging to an extra-curricular club provider, the club leader should inform the ECCC as soon as possible.

Any breaches by extra-curricular club providers of the guidance and expectations laid out in Banstead Prep School Extra-Curricular Clubs Policy could result in the immediate cancellation of an extra-curricular club, with club providers being responsible for issuing parents of the cancelled club with refunds for any cancelled sessions.

## **PROCEDURE FOR START, END AND DISMISSAL FROM EXTRA-CURRICULAR CLUBS**

### **BPS Staff-led Clubs – Arrival / Drop-off process**

#### **Banstead Prep staff will:**

- Check the club register on SOCS (daily) in case of any amendments.
- Escort the relevant children to the club (Rec – Year 4).
  - Years 3 and 4 to be taken to their club at 4pm (not before).
  - Year 5 and 6 to go to their club independently, when directed to by a member of BPS staff.
- Double-check that every child on the register is present at 'handover'.
- Notify the Club Leader if anyone is absent / not attending the club.

#### **BPS Club Leaders will:**

- Complete the register on SOCS - both attendance and dismissal.
- If there is an absentee that they have not been made aware of by a member of BPS staff - the club leader will call the office immediately (using their phone if necessary) to highlight the absence.



- The school office will follow this up with ASC / dismissal staff / other clubs / SLT / parents (as necessary), in a timely manner.
- Children booked into After School Care will be escorted there after the extra-curricular club, except for Years 5 & 6 if the club leader has checked they are registered at ASC.
- Dismiss children (Rec – Year 2) to the drop off Zones. Years 3 – 6 will be dismissed from the gate.
- Any children not collected are subject to the safe collection and failure to collect policy.
- Ensure that the dismissal register is completed on SOCS.

**Children that are attending After School Care (ASC) after an extra-curricular club, ASC will:**

- Check SOCS booking for each child that arrives at ASC. If there is a 'clash' indicated on SOCS, ASC will check whether the child should be at a club instead.
- If they are not registered for a club - or ASC - the child will be registered in ASC. ASC will then call the School Office to notify them.
- The School Office will then call parents to follow up.

For more information, please refer to the school safeguarding policy and our 'Safe Collection and Failure to collect' policy.

**External Clubs Arrival / Drop-off Process**

All **BPS staff members** AND **external club providers**:

- **External club providers** to sign in at the School Office
- **External club providers** to request a walkie-talkie and their club register from the School Office, noting who is registered for After School Care, after the extra-curricular club.
- **BPS staff** will bring the relevant children to the club (Rec – Year 4). Year 5 and 6 will make their way to the club independently, as directed by a member of BPS staff.
- **BPS staff** member will notify the club provider who is present at 'handover' and notify the Club Leader if anyone is absent.
- **External club providers** to notify the School Office, via the walkie talkie, if:
  - A child on the register has NOT arrived at the club.
  - A child has arrived that is not on the register.
  - A child is injured / has bump to the head. The School Office will email the parents.
  - Assistance is required.



- **External club providers** to have enough coaches for the number of children attending the club.
- **External club providers** to dismiss children (Rec – Year 2) to the drop off Zones. Years 3 – 6 will be dismissed from the gate.
- Any children not collected and not on the ASC register should be accompanied to the School Office by the **External club providers** and the Safe Collection and Failure to Collect policy should be adhered to.
- **External club providers** to return the completed register (attendance and dismissal) to the School Office.

## EMERGENCY – MEDICAL/ EVACUATION

Walkie-talkies are supplied to each external club provider, please use this in the first instance. Telephones are also located in every room in the school to call the office for assistance. The emergency number for the office is Ext 100.

It is the responsibility of the club leader to be familiar with the fire procedures, the nearest call point, the closest fire exit and the meeting point.

If the fire alarm rings:

- Leave the building immediately
- Check all children have left the room
- Use the closest emergency exit
- Assemble on the tennis courts with the attendance register
- Do not re-enter the building until it has been confirmed as safe

Appendix 1

## Induction / Checklist for Non-employee/club providers

|   |  |
|---|--|
| <b>Name of Non-Employee</b>   |  |
| <b>Start Date</b>   |  |
| <b>Date of Induction</b>  |  |
| <b>Name of Contact at BPS</b><br>Name of Club Organiser if applicable |  |

|   |                  |
|---|------------------|
| <b>Technical Information:</b>   | <b>Completed</b> |
| Mobile phone use  |                  |
| <b>General</b>  |                  |
| Location of relevant school policies documents – these must be read thoroughly  |                  |
| Signing in/out – photo ID on first day  |                  |
| You must always wear your ID badge visibly  |                  |
| Toilets   |                  |
| You must tell your BPS contact/school office about any accident as quickly as possible and report the accident on ARMS. Further details are included in the Accident and Incident Policy. |                  |

**Policies** (found on website or may be requested). Please ensure you are familiar with their contents and can refer to them if needed

| Child Protection Policies  |           |           |
|--|-----------|-----------|
| Designated Safeguarding Lead: Julie Windett: <a href="mailto:julie.windett@bansteadprep.com">julie.windett@bansteadprep.com</a><br>DSL: Jon Chesworth: <a href="mailto:jon.chesworth@bansteadprep.com">jon.chesworth@bansteadprep.com</a><br>Deputy DSL: Sarah Nunn <a href="mailto:sarah.nunn@bansteadprep.com">sarah.nunn@bansteadprep.com</a> |           |           |
|  | Date read | Signature |
| Keeping Children Safe in Education   |           |           |
| Child Protection / Safeguarding  |           |           |
| Digital (incl Online Safety)   |           |           |
| Care and Consideration - Anti-Bullying   |           |           |
| Behaviour for Learning   |           |           |
| Attendance Policy and Procedures   |           |           |



|  |  |  |
|--|--|--|
| Whistleblowing (Raising Concerns) Policy |  |  |
| Employee Data Protection Policy          |  |  |
| UL Anti Fraud Policy                     |  |  |
| Fire Policy                              |  |  |
| Health & Safety                          |  |  |

## Online Training

These are courses to be completed online through Educare, if a sole provider club leader.

| Online Educare Training   | Completed within    | Date completed |
|---|---------------------|----------------|
| Child Protection in Education   | Prior to start date |                |
| Prevent Duty ('Channel' programme)  | Prior to start date |                |
| Health & Safety in Education  | Prior to start date |                |
| Fire Safety in Education  | Prior to start date |                |
| First Aid Essentials  | Prior to start date |                |
| Online Safety   | Prior to start date |                |
| A Guide to UK Data Protection: Education  | Prior to start date |                |
| Child Protection in Sport & Active Leisure (applicable to sports teaching staff only) | if applicable       |                |