



Loughton School

Safeguarding Procedures Extra-Curricular Clubs

1. Introduction

All safeguarding procedures, will continue to be enforced, into all school extracurricular clubs. This ensures that children are not confused and are supported fully through any activity or event run by the school.

Additional guidelines have been implemented, where needed to support the smooth running of activities and to ensure that parents/carers and children are fully supported.

2. Letters Home

Letters should go out in week 1 of any Term, clubs should aim to start in week 3. This should be done using ParentMail, unless the family do not have access to this. A paper copy will then be sent home. This will ensure that parents are given sufficient notice to plan for alternative pickups. Letters should be checked by the head or deputy before they are sent out. Registration forms are to be returned to the Office, not to individual teachers if they are paper copies. Deadlines will be strictly enforced.

3. Allocation of spaces

The club letter will notify parents of how many places are available at each club. Parents will be informed of selection method. Any Club which is oversubscribed will have places allocated by random selection. Children are encouraged to commit to at least half a term of activities.

4. Registration

Parents will be required to complete a registration form, which is updated half termly.

All clubs are required to keep an up to date register, the Office staff will provide a register to each Club which will clarify how each child is being collected at the end of the session and the people authorised to pick up a child.

The register will be taken by the teacher at the start of each club. Children will be taught why we need to take the register and its importance.

Registers will be collected from and returned to the Office on the day of each club.

Registers for clubs using the playground will have a red triangle attached for use in emergencies.

5. Absence from Clubs

Parents must inform the Office if Children are not able to attend a club. Parents should be encouraged to send in a note or make a phone call to the school if their child cannot attend. This will be marked on the club register.

Children themselves should also be encouraged, out of courtesy, to inform the club leader that they cannot attend.

All non-attendances will be followed up to check if the child has been picked up from school.

If child cannot be traced and was not seen to be picked up by authorised person, then parents will need to be informed.

Police will be notified if child is missing. (See missing child procedures)

6. Changing for Clubs

Designated classrooms will be allocated to change in, will be - usually the club teacher's own classroom and an adjacent one.

Boys and girls will change in separate classrooms.

Children must take everything with them at the end of the day to the Club changing room.

The club teacher is responsible for supervising the children changing or for making arrangements for them to be supervised.

Club leaders will need to dismiss their own class promptly on club nights.

7. Choir Club

Choir children will take their coats and bags to their classrooms before coming down to the hall.

On Choir Club days, class registers will be completed and sent up to the office once all the choir children have returned to class.

8. First Aid

Club Leaders will have attended a First Aid course and can administer First Aid, as and when necessary.

Please refer to First Aid policy for further details.

Should further first aid be needed; one adult will be available to bring a child into the school.

9. Ratios

We will try to ensure that there are two adults running each club.

If the second adult is a parent, s/he will need to have been enhanced DBS & two references checked before starting (as per Safer Recruitment policy).

There will always be at least two Club leaders on site at any time.

10. Security

Club leaders will carry a walkie-talkie with them onto the playground.

Club teachers will have their school keys with them.

The Site Manager will leave the inner toilet door unlocked until the club has finished, to ensure that there is access to the school.

The only other access to the school will be via reception.

11. Going Home from Clubs

At the end of the club, the teacher will bring all children into school and close the outside door.

Parents will be asked to pick children up from reception.

Once all children are changed (or a sizeable number if two adults are present at the club) children will be taken to reception and seen off the premises by an adult.

Club teachers will mark off children on the register as they go home.

Children can only be picked up by an authorised adult.

If parent wishes child to be picked up by a different adult, they will need to notify the school in advance.

If it is a new pick up in an emergency, a password should be used, so school staff know the child is being picked up by the right person. This password will need to be communicated to the Office before the child can be picked up.

12. Away Matches

There must be two adults at each away match/activity.

This could be a parent, provided they have been asked to be available for the duration of the event and have a recent DBS in place.

13. Transportation

During away matches, there will often be a need to transport children to the events venue. Where possible a mini bus or coach will be booked to take the children to the event.

We need to ensure that children are transported safely and that due consideration has been made for the safety of the adults transporting them.

Anyone taking children in a car needs to show the Personnel Manager their current MOT and insurance documents before they are allowed to do so.

If children are travelling in cars –

- Preferably two adults per car, if this is not possible, children to travel in groups **(no child alone with adult)**.
- If only 2/3 children in a car, they should travel in the back of the car and leave front seat free
- Cars must all leave in convoy. Leader will be responsible for ensuring that everyone arrives at the venue,
- Register to be taken on leaving, on arrival, on return to cars and on return to school.
- Leader will also keep a list detailing who is travelling in each car. This list will be stored with registers in case of future query or concern
- All drivers to have contact number for leader in case of breakdown or accident.
- Leader to have contact details of all drivers.
- All children to wear seatbelts and booster seats as appropriate.
- Children to be reminded of appropriate behaviour in car, prior to trip. If returning by car, children should travel in the same car as they arrived in.
- Children being picked up from outside venue, must be marked out on register before they leave. Parent/Carer must ensure that they have spoken to club leader before leaving with child.

We need to help children and parents understand that these measures are to help keep the children and parents safe.

Agreed at staff inset day May 2010, Updated November 2020