



Alexander Hosea Primary School

'Roots to grow, wings to fly'

GUIDELINES FOR PARENTS REGARDING EXTRA-CURRICULAR / AFTER SCHOOL ACTIVITIES

This guidance is in respect of any club which takes place, which is not run by a member of staff from Alexander Hosea. It is also relevant for parents whose children attend WOOSC.

Summary

- The clubs are paid for by parents, not the school, and are **completely separate** to the school.
- The club providers hold their own Public Liability Insurance.
- Information about the child is not shared between the school and the clubs.
- Guidance is provided for the club providers which they are expected to comply with, but ultimately the school has limited control over the clubs' staff.
- Parents are responsible for providing access for club providers to the child's medication.

Safeguarding

- The school carries out safeguarding checks on all its external club providers and considers that they are suitable to deliver the services they provide.
- Individuals who run the clubs will show their original DBS to the School Business Manager before the club begins.
- If parents are for any reason unhappy with the service provided by any Club, they are asked to contact both the school and the club so that the club provider can be reviewed by the school.
- The club providers will ask for permission to take images of children at clubs. Parents must inform the club provider if they do not wish for any photos to be taken of their child.
- If any parents have safeguarding concerns about an external club provider, they should inform the school's Designated Safeguarding Lead (Mrs Deb Williams, or Mrs Angela Moncrieff in her absence).

The after school clubs which are currently run by external providers are:

- Football boys and girls – Progressive Sports (07701 000152)
- Cheerleading – Gina Connell (07584 412301)
- Tennis – Elaine Weightman (01454 315023)
- Mudpie Explorers – Nickie Corr (07753 636705)
- WOOSC (07815 561783)

Information sharing

- Parents are requested to treat any club taking place in the school building, but run by an external provider, as they would a club in – for instance – a public sports centre - at a weekend. In other words, parents should assume that any information known by the school about the child is **NOT** known by the club. For

data protection reasons, the school will not share personal information (e.g. contact details, medical information) about the child.

- Similarly the club provider does not have access to the child's medication held by the school.
- Please note that there may not always a member of staff from the school on site during after school clubs.
- Parents are asked to communicate directly with the club wherever possible and to provide the club with any information the club needs to know that is specific to your child.

Medication

- If your child might require medication during a club session, please provide the club with it together with information for its use. **Any medication held by the school for (potential) use at school is not accessible by the club.**
- The school will provide a box (to be kept in the school office) for the use of the club only and which only the club will have access to. Parents can either drop off the medication on the day of the club and leave it in the box until collection after the club, or they can leave it in the box for the duration of the term.
- Please ensure the medication is in its original packaging with the child's name and dose clearly stated.
- Should your child have a Health Care Plan, please share this with the external provider, so that they know what to do in case of emergency.
- Parents of children attending WOOSC should provide medication to WOOSC as per the arrangements for that club. For more information contact [07815 561783](tel:07815561783) or by email on <http://www.woosc.org.uk/> .

Collection arrangements

- Parents are responsible for notifying the club directly of their collection arrangements. If your child is to be collected by someone different to usual, Parents will need to inform the club provider.
- All club providers are required to supply parents with their contact details.
- Whilst the school will always assist in passing on messages in an emergency, parents must always attempt contact with the club first before resorting to communicating via the school.
- If your child is in Year 5 or 6 and you wish them to walk home, you will need to provide the club with the necessary written permission. For the avoidance of doubt, the club will not have access to the Walk Home Register maintained by the school.

Cancelation/curtailment

- The club is expected to contact you directly if they have to cancel a session. That message may come via the school messaging system, but it is the club's responsibility to ensure you are notified. You will also then need to notify the school about your collection arrangements, so that the teachers know where the child should be at the end of the school day.
- If your child is not going to be attending a club, and this is known to you in advance of the day of the session, please tell the club directly to reduce the burden on the school office. In those circumstances you will also need to tell the school of what the collection arrangements are for that day.
- If you need to cancel your child's attendance at a club at short notice then you may telephone the school office to inform them and the message will then be passed on to the club.