

Out of school hours activities – Procedures

We seek to provide a broad range of out of school hours activities for the children to extend and develop their skills and interests.

These activities may be led by the following groups:

- School staff
- Volunteers
- Private tutors/ companies

School staff

A member of school staff who wants to lead an out of school hours activity must:

- Gain the permission of the Headteacher or Deputy Head
- Explain the aims of the activity
- Set clear times and dates for the activity
- Establish maximum and minimum numbers for the activity
- Identify and address any health and safety issues
- Brief the children about fire and health and safety procedures
- Ensure first aid equipment is available
- Keep a register for each session and inform the school office with any unexpected absences
- Make appropriate arrangements for dismissing the children
- Ensure any volunteer or helpers have received relevant induction and supervision in line with school procedures

Volunteers

A volunteer who wants to lead an out of school hours activity must:

- Gain the permission of the Headteacher or Deputy Head
- Attend an induction briefing
- Explain the aims of the activity
- Set clear times and dates for the activity
- Establish maximum and minimum numbers for the activity
- Identify and address any health and safety issues
- Brief the children about fire and health and safety procedures
- Be aware of the school's arrangements for safeguarding children
- Be aware of the school's e safety guidance
- Have clear arrangements for first aid and medical emergencies
- Keep a register for each session and inform the school office with any unexpected absences
- Make appropriate arrangements for dismissing the children

In line with the school procedures related to the use and induction of volunteers a member of staff will have to take overall responsibility for the activity. Initially the volunteer will need to be fully supervised. Following an induction period it may be considered that the volunteer could lead the activity independently. This will require

a full review of the points above, a Disclosure and Barring Check and the completion of an External Provider Agreement (Annex 1)

A private tutor, coach or company who want to lead an out of school hours activity must:

- Gain the permission of the Headteacher or Deputy Head
- Provide contact details and a current disclosure and barring check
- Explain the aims of the activity
- Set clear times and dates for the activity
- Agree any cost that will be charged
- Establish maximum and minimum numbers for the activity
- Identify and address any health and safety issues
- Be aware of the school's fire procedures
- Brief the children about fire and health and safety procedures
- Be aware of the school's arrangements for safeguarding children
- Have satisfactory supervision arrangements
- Have clear arrangements for first aid and medical emergencies
- Keep a register for each session and inform the school office with any unexpected absences
- Make appropriate arrangements for dismissing the children
- Follow acceptable e safety procedures
- Keep their own copies of pupil contact details
- Have clear arrangements for communicating with parents
- Complete an External Provider Agreement (Annex 1)

ANNEX 1

This agreement is reviewed and updated termly.



**Federation of Angel Road Schools
External Provider Agreement**



Name of provider	
Activity	
Dates and times of activity	
Venue	
Group numbers: max/ min	
Cost to pupils	
Staffing ratio	
Fire procedures	In the event of discovering a fire sound the alarm and take children to a playground area On hearing the alarm take children to playground area
Safeguarding	Any concerns must be reported as soon as possible and before leaving the premises to Chris Read, Lindsay Moody, Al Whalen or Vicky Lubbock
Company training/ school briefing	
Health and safety	
Register	A register must be taken at the start of each session. The school office should be informed of any unexpected absences
Dismissing children	
Supervision of pupils	Pupils must be supervised at all times. They can/ cannot make their own way to the toilet
First aid	
Pupil contact details	The provide should keep a list of emergency contacts for all children. A back up copy is kept in the school office
Behaviour management arrangements	
Pupil specific notes	
Review	

Contact:

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office@angelroadinfant.norfolk.sch.uk

Telephone: 01603 427113

Emergency mobile:

Chris Read 07826452713

Al Whalen 07738228359
Lindsay Moody 07932388758

<p>Signed of behalf of Angel Road</p> <p>Signature:</p> <p>Name:</p>	<p>Signed on behalf of external provider</p> <p>Signature:</p> <p>Name:</p>
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