

Extra-Curricular Club Providers Policy: Ravenbank School

1. Introduction

This policy sets out the expectations, requirements, and procedures for all club providers delivering extracurricular provision at the school. Its purpose is to ensure that all clubs operate safely, consistently, and in line with the school's ethos, safeguarding responsibilities, and statutory duties.

This policy applies to:

- External club providers
- School staff delivering clubs (paid or voluntary)
- Any adults working on behalf of a club provider

2. Aims

The school aims to ensure that:

- Pupils are kept safe at all times
- High-quality, inclusive provision is offered
- Club providers understand and follow school policies and procedures
- Roles and responsibilities are clear
- Provision supports the school's values and promotes positive behaviour

3. Safeguarding and Child Protection

Safeguarding is the school's highest priority.

3.1 DBS and Safer Recruitment

- All club providers and their staff must hold an **enhanced DBS check with barred list check**.
- DBS checks must be completed before provision begins.
- Providers are responsible for ensuring DBS checks remain valid.
- Evidence of DBS clearance must be provided to the school upon request.

3.2 Safeguarding Training

- All club staff must receive appropriate safeguarding training.
- Providers must read and sign to confirm they understand and will comply with:
 - The school's Safeguarding and Child Protection Policy
 - The Staff Code of Conduct
- Providers must share any safeguarding concerns with the **Designated Safeguarding Lead (DSL)** and deputy.

3.3 Reporting Concerns

- Any safeguarding concern or disclosure must be reported immediately to the DSL or deputy (Mrs Sach or Mrs Baxter).
- Providers must follow the school's safeguarding procedures at all times.

3.4 Conduct and Professional Boundaries

- Providers must maintain appropriate professional boundaries.
- Physical contact must be appropriate, minimal, and in line with school guidance.
- Use of personal mobile phones during sessions is not permitted.

- Photography or filming of pupils is prohibited unless explicitly authorised by the school.

4. Health and Safety

4.1 Risk Assessments

- Providers must complete written risk assessments for all activities and how they take account of the needs of all pupils attending, including those with additional needs.
- Risk assessments must be reviewed regularly and shared with the school.

4.2 First Aid

- Providers must ensure appropriate first aid arrangements are in place.
- Any accidents or injuries must be reported using the school's accident reporting procedures.

4.3 Fire and Emergency Procedures

- Providers must be familiar with the school's fire evacuation procedures. If you hear a fire alarm during your session, you must lead all children out of the nearest exit and meet on the upper playground.
- A register must be taken at the start of each session and brought to any evacuation.

4.4 Equipment

- All equipment must be safe, age-appropriate, and fit for purpose.
- All equipment required for the club must be provided by the club. School equipment should not be used.
- Providers are responsible for the safe storage and use of their equipment.

5. Staffing and Supervision

- Appropriate adult-to-pupil ratios must be maintained at all times.
- Pupils must never be left unsupervised.
- Any substitute staff must meet the same safeguarding and DBS requirements.
- The school must be informed in advance of any staffing changes where possible.

Adult-to-pupil ratios must be appropriate to the age, needs, and number of pupils, and to the nature of the activity. As a guide, the school expects a minimum ratio of 1 adult to 15 pupils for primary-aged children, with lower ratios required for higher-risk activities or where pupils have additional needs.

6. Behaviour Management and Inclusion

6.1 Behaviour

- Providers must follow the school's Behaviour Policy.
- All incidents of behaviour that don't meet expectations should be reported to parents and carers by the club provider.
- Serious incidents must be reported to the school promptly.
- Physical punishment or humiliating treatment is strictly prohibited.

6.2 Inclusion and SEND

- A child should not be refused entry to a club due to an additional need. Clubs should be inclusive and accessible to all pupils wherever possible.
- Providers must make reasonable adjustments for pupils with SEND. This may include increasing club adult to child ratios.
- Providers should work with the school to understand individual pupil needs where appropriate.
- Decisions about a child's attendance at a club should be evidence based and not emotional.
- If risks remain significant and unmanageable, the reasons should be clearly explained to parents and be a last resort.

7. Administration and Communication

7.1 Registers and Attendance

- Accurate registers must be taken at every session.
- Attendance information must be shared with the school as requested.

7.2 Collection Arrangements

- Clear procedures must be in place for pupil collection.
- Pupils must only be released to authorised adults.
- Club providers must encourage prompt collection of pupils.
- Late collection procedures must be agreed with the school.

7.3 Communication with Parents

- Providers must communicate clearly with parents regarding timetables, behavior expectations, and cancellations.
- The school must be informed of any cancelled sessions as soon as possible.

8. Data Protection

- Providers must comply with data protection legislation (UK GDPR).
- Personal information about pupils must be kept secure and confidential.
- Data must only be used for the purposes of delivering the club.

9. Insurance and Legal Requirements

- Providers must hold appropriate **public liability insurance** (minimum cover of £5 million).
- Employer's liability insurance must be held where applicable.
- Copies of insurance certificates must be provided to the school before provision begins.

10. Financial Arrangements

- Payment arrangements must be agreed in advance with the school.
- Providers must ensure pricing and refund arrangements are clear to parents.
- Any use of school premises may be subject to a hire charge or free places for pupil premium pupils.

11. Complaints and Termination

11.1 Complaints

- Complaints should initially be addressed by the club provider.
- Serious or unresolved complaints may be escalated to the school.

11.2 Termination of Provision

- The school reserves the right to suspend or terminate provision immediately if safeguarding concerns arise.
- Provision may be terminated if this policy is breached.

12. Monitoring and Review

- The school reserves the right to monitor and observe club provision.
- This policy will be reviewed annually.
- Providers may be required to re-confirm compliance each year.

13. Provider Declaration

I confirm that I have read, understood, and agree to comply with the Club Providers Policy and all linked school policies (available on the school's website). The club provider holds responsibility for ensuring any staff they employ also follow this policy.

Provider Name: _____

Signature: _____

Date: _____