



Extra-Curricular Club Providers Policy: Ravenbank School (2026-2027)

Approved: 12th February 2026

Updated: 15th July 2026

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.
- Club providers to inform school if they have a disability so reasonable adjustments need to be accommodated.

3.2 Safeguarding Training

- All club staff must receive appropriate safeguarding training and inform school which safeguarding training has been completed, providing evidence of this.
- 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
- The Behaviour Policy
- The SEN Policy

The After School Club Providers Health and Safety Notice / Checklist

- 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 and build positive relationships.
- 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.
- Providers must not give children sweets or treats – other rewards for positive behavior or pupil engagement can be discussed with the Leadership Team / DSLs. Stickers are permitted.
- Providers must not show favouritism towards any child or provide exclusive or secretive rewards, gifts, or privileges that could compromise professional boundaries or the fair and equitable treatment of all children.

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 and that at least one suitably trained adult is available throughout each session.
- 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 Protective Security and Martyn's Law

- Providers must cooperate with the school's arrangements under the Terrorism (Protection of Premises) Act 2025 (Martyn's Law), including proportionate procedures for evacuation, invacuation/lockdown, communication and responding to suspicious activity or an immediate threat.
- Before delivering provision, the lead provider must familiarise all staff with the school's emergency procedures, assembly or safe locations, means of contacting the school and arrangements for accounting for every child.
- Providers must maintain an accurate register, keep it immediately accessible throughout the session and follow instructions from the headteacher, site staff or emergency services without delay.
- Any suspicious behaviour, item, security concern or threat must be reported immediately to the school. Providers must not investigate or place themselves or pupils at unnecessary risk.

- External doors and access points must not be propped open. Visitors, substitute staff and parents must follow the school's access and collection arrangements.

4.5 Allergy and Anaphylaxis Safety (Benedict's Law)

- Providers must comply with the school's Allergy and Anaphylaxis Policy, individual healthcare plans and the statutory allergy-safety requirements commonly referred to as Benedict's Law.
- Before a pupil attends, providers must have access to current information about allergies, medical needs, emergency contacts, prescribed medication and the pupil's emergency response plan. This information must be available to the adults leading every session, including substitute staff.
- Club staff must complete allergy and anaphylaxis awareness training appropriate to their role, including recognising symptoms and knowing how to summon help and administer an adrenaline auto-injector where trained and authorised.
- Prescribed medication and any school-held emergency adrenaline auto-injector must be readily accessible in accordance with school procedures and must accompany pupils during evacuation or movement to another area.
- Food, drinks, rewards or cooking activities must not be introduced without prior agreement from the school. Providers must follow allergen controls, prevent cross-contact, check ingredients and never assume that a food is safe.
- Suspected allergic reactions must be treated as medical emergencies. Providers must follow the child's plan, call 999 when indicated, alert the school immediately and ensure that parents or carers are contacted. All incidents and near misses must be recorded and reviewed.

4.6 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.
- As part of the agreement to use school premises, providers will agree either a financial donation to the school or a specified number of free places for pupils eligible for pupil premium. The agreed contribution will be recorded on the Provider Agreement at the end of this policy.

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.

Provider Agreement and Community Contribution

To be completed before the club begins and reviewed annually

By signing this agreement, the provider confirms that they have read, understood and agree to comply with this policy, the school's linked safeguarding, behaviour, health and safety, allergy and emergency procedures, and the After School Club Providers Health and Safety Notice. The provider is responsible for ensuring that all staff, volunteers and substitutes working on its behalf meet the same requirements. No club will be able to take place without the signed document received by the school.

Provider / organisation		Club / activity	
Named lead provider		Email and telephone	
Proposed day(s) and times		Agreement period	

Community contribution - select and complete one option

☐ OPTION A - Financial donation	The provider agrees to donate £ _____ per term / academic year (delete as appropriate). Payment date / arrangement: _____
☐ OPTION B - Free pupil premium places	The provider agrees to provide ____ free place(s) in each club block / term (delete as appropriate) for pupils selected by the school. Practical arrangements: _____

The contribution may be reviewed if the timetable, pupil numbers, pricing or use of facilities changes. Free places will be allocated confidentially by the school and must not be identified publicly as pupil premium places.

Declaration and signatures

All requirements have been met:

- DBS provided
- Evidence of safeguarding training
- Evidence of allergy training that meets the requirements of Benedict's Law
- The school's Safeguarding and Child Protection Policy
- The Staff Code of Conduct
- The Behaviour Policy
- The SEN Policy

Provider name		Signature	
Date		For Ravenbank School	
School signature		Date	

Policy review: annually, or sooner following changes to legislation or school procedures.