

Balcombe C E (C) School



Out of School Hours Activities Policy (OOSHA)

Adopted by Governors: May 2012

Reviewed: May 2014
Oct 2016

Next Review: Oct 2018

Aim of Policy:

To ensure the safety of all the children on the school premises after school.

DBS checks for Visiting Teachers/Coaches

- Our Office Manager will ensure that all visiting teachers and coaches have the required DBS check

Risk Assessments

- Our Office Manager will ensure that the leaders of any clubs that are not of a routine nature or involve offsite activity, submit appropriate Risk Assessments for approval.
- Any external organisations providing clubs and activities must provide evidence of their Public Liability Insurance that meets with the WSCC limits.
- Any external organisations providing clubs and activities must have signed an agreement with the school confirming adherence to the school's policies and processes in managing the safety of everyone involved in the activities.

School Security

- The security measures that are in place during the normal school day will still be in operation for after school clubs.

The Role of the Parents:

Parents must read this policy which is available on the school website (if you are unable to access the website please ask the office manager for an email copy or a paper copy). Parents must sign a slip to confirm that they agree with this policy and will carry out their obligations:

- Parents will submit payment for each club in advance of the start date.
- Parents will support the school in ensuring that their child attends and remains committed to the clubs of their choice for at least half a term, after which time they will have the option of leaving.
- All children must be collected by a parent/carer at the end of a club; if a parent wishes their Junior child to walk home independently, they must phone the office on the day of the club to inform the office staff on duty and a signed "Walk Home Alone" permission form to be in place.
- Parents will inform the school office if their child is going to be absent from a club for any reason.

- Parents will ensure that siblings of any child who is attending a club are picked up at 3.15pm as usual and not left unsupervised until clubs are over (the school cannot provide supervision for them at this time).
- The child/children of a parent who is waiting to collect a child who is attending a club, must be supervised at all times and not be allowed to wander out of sight.
- If your child is not attending a club but is going home with a child who is attending a club, then he/she may not attend the club on a one-off basis and supervision must be arranged for your child from 3.15pm.

The Register:

- The Office Manager will collect the registers that have been taken by the leaders of the after school clubs.

The Role of the Club Leader:

- If an adult leads a club that is not of a routine nature or involves off-site activity, they should submit appropriate Risk Assessments for approval to the Headteacher
- Children may leave the club to go to the toilet unaccompanied, but it is the responsibility of the Club Leader to ensure that they return within a reasonable time
- The Club Leader will follow up any unexplained absences to ensure the safety of all children after school
- The Club Leader is responsible for handing over children to the office staff if there is a problem
- Children who misbehave during a club will be given a warning; if they continue to misbehave parents will be informed. Persistent disruptive behaviour will result in the child not being welcome at the club.
- The adult leading the club will check the space for any hazards, including identification of escape routes in case of fire. (All rooms have these clearly shown by the door)

Cancellation of Clubs

- If a Club Leader has to cancel a club for any reason they should inform the School Office as soon as possible so that they can inform the appropriate parents
- School has no liability for any losses either party may incur as a result of the cancellation of the club by the club leader or company.

First Aid during Club Time

- A qualified First Aider will be present every day during club time, this is usually the Club Lead (provider).