

Extracurricular Activities Policy

Abstract

Southbank has a tradition of providing a broad range of extracurricular activities and clubs. They are seen as a very important aspect of school life. All students are encouraged to participate in some form of extracurricular activity (ECA). These activities/clubs provide opportunities to enrich and complement in-class learning. They are an excellent medium for fostering good relationships between staff members and students. All activities take place with due regard to safeguarding/child protection, and health and safety requirements.

Activity Leaders and Venues

Most ECAs are run by members of the Southbank staff. Activities are currently also run by external providers; for example dance, fencing, judo, chess, football, ballet.

Any member of staff/external coach/volunteer intending to begin a new club must first obtain the approval of the Principal after consultation with the ECA Coordinator.

All external providers/volunteers must be interviewed by the Principal or Deputy Principal and ECA Coordinator. External providers for coaching need to adhere to Southbank's recruitment procedures, including completing the standard school job application form, as well as providing contact details for references. Original identification documents and qualifications (which need to be copied to confirm suitability to work in the United Kingdom and at the school) also need to be provided. All activity leaders have to have an enhanced DBS check before they can lead an activity. They are also required to provide the School with overseas checks if they have lived outside the UK for longer than three months since the age of 16 in line with the School's Safer Recruitment Policy and Procedure. The documentation has to be submitted and checked by the Principal on each site before employment may start. All external coaches and staff/volunteers must have an induction in which they learn about the Staff Code of Conduct Policy, extracurricular guidelines and policies relating to health and safety, first aid procedures in school, behaviour and safeguarding/child protection.

Some activities take place on school premises, others are conducted at the school's dedicated sports facility, Charteris, which is a short bus ride from each site. Other activities (eg ice-skating, swimming) take place in external facilities. All the necessary risk assessments are approved by the ECA Coordinator and filed in the school office.

Health and Safety

The well-being of our students is a top priority. All ECA leaders are made aware of the school's health and safety policy and most of them have relevant first aid training. First aid boxes are available during ECAs to deal with minor injuries. Students are advised, either via a talk or leaflet, at the start of each activity of any relevant health and safety issues including what is appropriate behaviour. Where there are students who suffer from epilepsy, asthma or other identified conditions which place them more at risk, ECA leaders are aware they should closely monitor them during activities. In the event of an accident, an accident report form is completed and returned to the school office.

Transport

ECAs often require travel. From time to time transportation difficulties will arise. The transport supplied is suitable and well maintained, with teachers having the right to refuse any vehicle they deem to be unsuitable for the journey in favour of an alternative replacement vehicle. The driver's responsibility is to ensure the vehicle safely reaches its destination and the activity leaders are responsible for student behaviour on the bus. Any occasions of inappropriate behaviour should be reported to the ECA Coordinator and, if necessary, the Deputy Principal. If it is clear that a bus will be delayed arriving at its destination the ECA Coordinator or school office should be informed and if necessary a message relayed to parents.

Procedures

- Students in Kindergarten to Grade 5 (Hampstead) are welcome to sign up for a maximum of three after school clubs, and three early morning or lunch clubs per term
- Students in Kindergarten to Grade 5 (Kensington) are welcome to sign up for a maximum of three after school clubs per term
- Spaces are limited and allocated on a first-come first-served basis.

If a student does not attend an activity or a club for three consecutive weeks, the ECA Coordinator will contact the family to enquire about the absence and, if necessary, suggest that the student's space is cancelled so the space may be allocated to a student on the waiting list. If a parent (or carer) is consistently late to pick up a child after the activity has finished the ECA Coordinator may recommend that the student's space on the activity is cancelled. If a student consistently misbehaves or shows a lack of respect for the activity leader or their peers, or their actions are considered a danger to others, their parents will be informed and the student may be suspended from attending the activity.

If a student wishes to stop attending a club or activity their parent must inform the school so, if possible, the space can be offered to another student. If a student, for any reason, cannot attend their club/activity parents are asked to email the ECA Coordinator and the school office. It is the responsibility of the ECA Coordinator to ensure that the school office has an accurate list of the activities, including participants, activity leader and venue.

Legal Issues

In relation to the ECA Policy, perhaps the most important legal issue is the duty of care that the school and its staff have to the students. Case law highlights the importance of planning in the ECA process. It shows that reasonable care must be exercised in the following:

- The nature of the activity chosen.
- The venue.
- The means of transportation.
- The demands on the physical resources of the students, having regard to their age and capacity.
- The dangers to which students may be exposed.

As such, a form and risk assessment must be completed for each activity before it can be confirmed and advertised to students and their parents.

Extracurricular Activities Policy SLT

Date reviewed: March 2017

Date for next review: March 2019

Extracurricular Activity Form (to be completed and returned to the Principal and HR Department)

Activity (including age range and max number of participants):

Activity leader including details of relevant experience or qualification/training, (where appropriate):

Southbank staff member or external provider:
(If external provider give contact details of provider and recruitment process (advertising, recommendation/etc):

Areas where students may be at risk, with suggestions on how they may be minimised

Opportunity to develop links with, or involve, sister campus:

Venue for the activity

Equipment necessary for the activity:

Breakdown of the various costs associated with the activity, and a total cost:

Aims and objectives of the activity:

How will these aims and objectives be met:

Links to the Learner Profile/UOI (if any):

Supervision levels required for the activity:

Is the activity/venue covered by the school's insurance or that of an external provider: