



# Heathfield Schools' Partnership

## Standards and Procedures for Club Providers

The purpose of this document is to set the expectations of club providers whilst managing a club at our school, and to ensure Heathfield Schools' Partnership protocols/procedures are met.

**Safeguarding** – All CPs must undergo a safeguarding check before they start working in the school. They must bring in their original enhanced DBS certificate and photo ID. A member of the office staff, who will enter these details to the Single Central Record, will check this. The school will provide a copy of the school's Safeguarding Policy\* and Safe Working Practice Agreement\*, which must be read and signed by the CP.

The CP must ensure they report to the school office to sign in each week. A register will be provided which must be recorded each week. When there is a known absence this will be pre-indicated on the register. If a child fails to register with the club, the office must be notified immediately. The CP must make clear where pupils should meet for the club. The register must be handed back to the office when signing out.

**Equal Opportunities** – The school is committed to inclusion and will work with clubs to ensure equal access to the provision.

**Risk Assessment** – We require CPs to complete a risk assessment for their activity prior to the start of their club. We will provide a risk assessment template on request that must be completed in relation to the activity by the CP.

**Behaviour Management** – The CP will be aware of the school's behaviour management procedures\* and promote the principles of "The Heathfield Way" (Juniors) and "Golden Rules" (Infants). There will be a member of school staff available to support this if necessary, via the school office.

**Preparing for the Club** – The CP must ensure they have all the equipment they need to run the club. They must arrive with sufficient time to set up the club each week. If they have an agreement to use school equipment, they must know where to find the equipment and return it to where it is stored in the same way as they found it.

**Cancellation** – In the event that a club has to be unavoidably cancelled, the school must be notified as soon as possible (by the morning of the club at the latest).

**Photography & Video** – Photographs or video footage of the children in your club must not be taken without prior consent of the parents and the school.

**Mobile Phones** – CPs should have a mobile phone with them at all times. Please refrain from using a mobile phone unless it is for an essential call, emergency or to request support.

**Emergency Procedures (incl. first aid)** – Ideally, the CP will hold a current first aid certificate, a copy of which should be given to the office. The CP will ensure he/she is aware of the school's Health & Safety policy\*. If an emergency occurs, and the CP is the only adult present, he/she must call the school office for support. First aid equipment is available in the Junior office and the Medical Room (Infants). Each child's contact details are also available from the school office. The Infant and Junior offices are manned until 4:15pm/4:30pm most days. In the event that the office is closed, please call the school mobile number on the top of the register for assistance.

If a club takes place outside (playground or field), the CP is responsible for doing a “head count” before leaving the hall, on arriving at the outdoor location and on returning to the hall for dismissal.

**Use of toilets during a session**

Children in Year 2 or below need to be escorted to the toilets if the club takes place outside. School staff will support with this whenever possible by taking the children to the toilet before delivering them to the club. Coaches should also remind the children to use the toilet before leaving the hall. If a child cannot be escorted (e.g. club taking place outside with only one coach), the coach will need to call the office for assistance.

**Monitoring** – As part of our quality assurance monitoring cycle, we will conduct informal drop-ins to all our extra-curricular activities. Feedback will be provided.

**Dismissal of Pupils** – The CP must ensure all pupils are escorted to the agreed exit door to be dismissed and collected by a parent/carer, unless a parent of a year 6 pupil has given permission for them to go home alone. If anyone has not been collected, they should bring the pupil to the school office (where contact details will be available), call the parents and stay with the child until they are collected.

**KEY:**

CP – Club Provider

\*All policies and procedures are available on the School website, we encourage all club providers to familiarise themselves with them.

This agreement is between: **Heathfield INFANT / JUNIOR School**

and

Name .....Contact Number .....  
 (“external provider”)

The external provider hereby agrees to adhere to the terms of this policy for Extra-Curricular Activities appended hereto.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign and return to the School Office

**Policy Agreed January 2020  
Updated September 2023**