



Bunny C of E Primary

Before and After School Club
& Activities Policy

Autumn 2025

Bunny C of E Primary School

Before and After School Club & Activities Policy

Introduction

The school is committed to offering quality out of school activities with a varied and comprehensive range of after school activities. From September 2013 the school has also provided extended care both before the school day and after the school day has ended through its Burrows club provision.

The school offers a comprehensive range of before and after school activities and this policy covers those services which the school itself provides. The list of activities and times is made available to all parents each term and is on the school website. Clubs and activities are often run by school staff. Some, mainly paid for activities are run by non-school staff where a particular skill is required to run the club. In such cases visiting staff have been subject to safeguarding procedures and given authority by the school to offer the activity. For these activities an induction will take place to ensure visiting staff are familiar with the school routines.

Supervised Activities and Club (Extra-Curricular)

Most activities take place directly after school between 3.25pm and 4.30pm. Staff running clubs remain responsible for the children attending the activity until they are collected by parents or a named adult. Under no circumstances will children be allowed to wait outside the school unsupervised before collection by parents or sent home with an unauthorised adult. If a parent delegates responsibility for collecting their child to another parent or wants their child to walk home unsupervised then they must make this known to the relevant member of staff in advance. If applicable a password will be shared to ensure an authorised handover.

Extra-Curricular Clubs Staffing:

A minimum of 2 members of staff will be required to be on site for any club to operate.

Extra-Curricular Food and Drink:

Drinking water is available to children at all times. Where food is provided parents are asked to inform, the school of any special dietary requirements, preferences or food allergies the child may have.

Registration:

Parents are required to register their child to attend all before and after school activities or clubs including the Burrows club. Parents can register by using the booking in form available from the School office. A register will be maintained of both staff and children in attendance at all clubs. Children will be registered as being in attendance at the start of the club.

Burrows (Breakfast and After School Club: Extended Care)

The school's before and after school club are run by employees of the school, at least one of whom will have the necessary qualifications and experience (min NVQ3, Food Hygiene certificate and First Aid qualifications including paediatric first aid). They are covered by the school policies that include child protection, behaviour, first aid and medicines, equal opportunities, safe use of the internet, health and safety, staff training etc and are subject to the school's complaints procedures.

The Before School Club operates from 7.30am to 8.45am.
The After-School Club operates from 3.25pm to 6pm, Monday to Friday.
Breakfast is served at before school club and a light snack is served daily at the After-School Club.

All staff are subject to a vetting procedure in line with the Disclosure and Barring Service. Both clubs are only open to full time children attending Bunny C of E Primary School.

Organisation of Burrows

All staff employed to assist the Burrows Club leader are line managed by the Head teacher. In consultation with the Burrows manager, the Head teacher ensures that all staff are deployed effectively to ensure the safety, welfare and development of the children.

Staffing ratios - Burrows

The club will maintain a minimum staffing ratio of 1:8 for children. Staffing may include voluntary assistants as long as there are two members of the school staff in attendance.

A minimum of 2 members of staff will be required to be on site for any club to operate.

Activities - Burrows

Activities undertaken by the club will present children with a range of play opportunities as well as providing children with resources which are appropriate to the interests and ages of the children attending. These may include supervised use of ICT equipment, crafts, cooking, play etc.

Booking procedure - Burrows

Parents/Carers must book places at the Before/After School Club in advance so that we can ensure the correct level of supervision is available. Places may be cancelled in advance with no penalty with enough notice. No refund will be made for places cancelled with less than 10 working schools days' notice.

Health and Safety - Burrows

The school will take steps to ensure that hazards to children on the premises, both inside and outside are minimised. The health and safety policy outlines the steps that will be taken and the procedures that operate. Staff are trained to have an understanding of Health and Safety requirements.

Risk assessments are conducted as detailed in the H&S policy. Fire Safety procedures are detailed in the H&S and related policies.

All staff working in the kitchen area are required to have completed a Food Hygiene course and achieved the necessary recognition. They are expected to comply with regulations regarding food safety and hygiene. A separate First Aid and Medicines policy outlines the school's procedures in relation to medicines. A first aid box complying with the H&S (First Aid) regulations 1981, the contents of which are checked frequently and replaced as necessary by a designated member of staff, is available to clubs at all times. First Aid training has been undertaken by at least one member of the Before/After School Club.

Children who are ill, or who have infectious diseases are not permitted to use the club. Parents will be informed immediately if children are ill.

The school site is a no smoking area.

Communication - Burrows

Communication with parents/carers follows the school's usual procedures and parents may contact the school clubs via the School Office.

The Burrows club will have a separate telephone line for parents wanting to speak to the club leader.

For bookings in advance the Burrows club email can also be used: burrowsclub@bunny.notts.sch.uk

Occasional bookings – Burrows

There may be additional occasional use of the Burrows club in an emergency subject to the discretion of the Head teacher or most senior member of staff.

Occasional use of the Burrows club in an emergency will be charged at the current prevailing rate for that session.

- Before School Club 7.30am
- After School Club 3.25pm. This club will close promptly at 6pm after which we will have to charge for an additional session to cover the cost of overtime payments.

Children attending all other after school activities will be included on a separate register which will be kept up to date by the school office.

Reviewed- September 2019, Spring 2024, Autumn 2025
Next Review – Autumn 2028