

Brunshaw Primary School



*'Inspiring children to be resilient and aspirational learners,
within a positive and considerate community.'*

Extra-Curricular Clubs and Events Policy

March 2026

Agreed by Governors: 27/03/2026

RATIONALE

At the heart of our ambition for Brunshaw Primary School is our commitment to providing the very best for all children to enjoy and achieve. This includes having the widest possible range of opportunities both within and beyond the curriculum. We offer extra-curricular opportunities through various types of provision delivered by school staff, external providers and independent clubs – all with a view to increasing the range of experiences that children have, enabling them to make informed choices for adult life. Activities are designed to be fun and cater for a wide variety of interests. We want to offer the scope for each and every child to find a passion, develop a talent, spark an interest or simply find pleasure in doing an activity with others. After-school clubs are a fantastic way of achieving this and we are excited to offer a wide range of activities throughout the school year.

AIMS AND OBJECTIVES

Participation in clubs:

- Enables children to sample and enjoy a range of activities and pursuits that will help them choose leisure activities for adult life.
- Enables children to experience activities that they may not otherwise encounter, and acquire and develop new and existing skills.
- Helps build confidence, well-being and creativity.
- Encourages children to develop friendships between age groups and work together co-operatively.

WHO DELIVERS OUR CLUBS?

The majority clubs are delivered by members of staff who have a passion for, and expertise in, specific subjects. These clubs are delivered after school or during break times and lunchtimes. Other clubs are delivered by expert and specialist third parties who are specifically trained in a certain area and have the qualifications to deliver these activities. All outside agencies and coaches are DBS checked and this is kept on file in the school office. All sports coaches provided through Burnley Sports Partnership and other sports provision, are pre-checked for qualifications and DBS before being offered to schools.

GENERAL PROCEDURES

Staff in charge of the after school club or activity are responsible for providing details of the club they intend to run. Any clubs that are planned are to be agreed with the head teacher and **MUST** be stated clearly in the diary. Letters for the club or activity must contain the following information:

- Day and date of the club
- Time of club
- Pick-up information
- Transport details (if required)
- Kit list

- Permission slip
- Who is running the club

If transport is required, this must be planned in advance and booked through the school office. If children are to be transported by staff members, they must have the correct insurance and another adult must accompany the driver.

REGISTRATION

A register is to be taken by the staff member in charge of a club at the start of each session. If a child is absent but the club organiser has not been reliably informed, the club organiser will send a child to the School Office with the register and office staff will attempt to contact a parent by phone.

ABSENCES

Parents are requested to inform the club leader in advance if their child is unable to attend one of the sessions. This can be done either by sending a note via the child to the teacher running the club, or in the case of clubs run by outside professionals, by phoning the School Office who will then pass on the message. Parents are requested to inform the school if their child wishes to leave the club before the end of term.

CANCELLATION

A club should only be cancelled after discussion with the Head teacher. Clubs will only be cancelled as a last resort if no staff member is able to cover the absence of a club leader. On very rare occasions where it is necessary to cancel a club: Parents will be notified, in advance, of any session that needs to be cancelled. If a session needs to be cancelled on the day itself for example due to the unexpected illness of the club leader, the school will notify parents and the children will follow the arrangements agreed with parents on their permission slips. Parents must ensure the school is provided with an up-to-date telephone number. Should a session be cancelled at the last-minute, for example due to adverse weather conditions, the club organiser will supervise the children until all children have been collected, or follow the arrangements agreed with parents if different.

SUPERVISION AND SAFETY

The club leader will ensure that all children leave the building safely as per the arrangements agreed with parents. Siblings of children attending clubs are to be collected as usual at the end of the normal school day. A 'first-aider' will always be on school premises for the duration of the club session.

Collection of Children from clubs or activities are planned for the full duration of a Club; sessions will often end with some 'tidy-up' time, therefore parents are asked not to collect their child early unless by pre-arrangement or in exceptional circumstances.

Parents should ensure they collect their children promptly at the end of an after-school club from the stated pick up point. Children who are not collected on time will be taken to the school office. If children are routinely collected late from a club, parents will be contacted to discuss the situation. Continued late pick-up may result in a parent being informed that their child is unable to attend a club.

All clubs will be checked and monitored for compliance with health and safety procedures in accordance with AfPE (Association for Physical Education) and LCC guidelines.

BEHAVIOUR

We expect all children to behave in an appropriate manner and any unacceptable behaviour will not be tolerated. All providers are made aware of our behaviour expectations; if they deem any behaviour to be unacceptable this will be reported to a staff member and will be followed up with parents.

All club leaders should ensure that:

- They have all medical details and contact numbers for children attending the club
- They are familiar with the school's Policies for Safeguarding, and Health and Safety.
- They have up-to-date permission slips from parents, including any medical or other special needs, and agreed arrangements for travelling home.
- They have completed, and submitted the appropriate risk assessment for their club if required.
- A full register of all children attending a club is maintained for each session.
- Appropriate clothing is worn for all clubs plus any other kit that is required.
- All resources and any necessary preparations have been organised ready for the club to start promptly at the specified time.
- Parents are informed of any change in arrangements.
- Their club finishes promptly at the specified time.
- Enhanced DBS Checks are completed on all external club Leaders if.
- External providers for coaching sports activities provide copies of their qualifications.
- Club leaders are clear about the expectations of the school regarding their role.
- A minimum level of adequate supervision is agreed and followed for each activity.
- There is always a member of school staff and a trained First Aider on the premises whilst clubs are taking place and that ratios are in accordance with school policy for outside events (a minimum 2 members of staff to attend outside events).

INCLUSION

Our clubs are fully inclusive and all children are encouraged to participate in extra-curricular activities. If a child has special or medical needs information will be shared with the Club Leader and any necessary arrangements agreed.

OFF-SITE EVENTS AND AFTER-SCHOOL ACTIVITIES

COMPLIANCE WITH HEALTH AND SAFETY STANDARDS

All after-school events and activities that take place off the school site will be planned and delivered in full accordance with the school's Health and Safety Policy and the Local Authority's guidance for educational visits and off-site activities. Staff are required to follow all procedures outlined in these documents to ensure the safety and well-being of pupils at all times.

Risk Assessment Requirements

- A comprehensive risk assessment will be completed for every off-site event. This will include:
- A venue-specific risk assessment, either conducted by school staff or obtained directly from the hosting venue.
- An event-specific risk assessment provided by the event organiser, where applicable.
- A school-led risk assessment, detailing supervision ratios, safeguarding arrangements, first aid provision, transportation considerations, and emergency procedures.

These documents must be reviewed and approved by the designated Educational Visits Co-ordinator (EVC) and the Head teacher prior to attendance.

COLLABORATION WITH BURNLEY SCHOOL SPORTS PARTNERSHIP (BSSP)

Events arranged in partnership with the Burnley School Sports Partnership will be pre-planned in line with agreed schedules, timelines, and operational procedures set by the partnership. School staff will ensure that all requirements set out by BSSP are followed in relation to organisation, safety expectations, and participation eligibility.

TRAVEL ARRANGEMENTS AND PARENTAL CONSENT

Adequate time must be allowed to organise safe and appropriate travel arrangements for all off-site events. Parental or carer consent will be obtained in advance for each event, in line with school policy, ensuring families are fully informed about transport, supervision, timings, and any activity-specific considerations.

RECORDING AND AUTHORISATION OF EVENTS

All after-school and off-site events must be entered into the school diary/calendar once planning is confirmed. No event may proceed without explicit Head teacher authorisation, including approval of risk assessments and staffing arrangements.

Written: March 2026

Review date: March 2028

