



2021

# OUT OF SCHOOL CARE POLICY



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## Behaviour Management

At Sporting Influence we work closely with schools in which we work, to adhere to their behavioural policy. We ask all children to show our five core values and failure to do so, or a child making a bad choice during an Out of School Club will result in the Sporting Influence member of staff implementing that schools behaviour intervention method. All Sporting Influence staff make contact with staff members/Headteachers to understand the policy, prior to learning commencing in any given school. Any behavioural issues that have occurred during the Out of School Club will be reported back to the Childs class teacher, Headteacher or available members of staff at the time. This will then be confirmed in writing (email) and sent to all relevant parties.

## Care and learning

### Care

Any individual needs should be mentioned to the Sporting Influence member of staff prior to the club taking place. This can be done by either making notes on the club register or with class teachers upon receiving the club register. Sporting Influence are firm believers of building strong relationships with both the children they teach and the staff they work alongside. The relationships that are built through teaching will be carried through to the Out of School Clubs so the children have the best chance of developing positive relationships and self esteem. In the event of a child attending the Out of School Club, who has not been taught by the Sporting Influence member of staff; the Sporting Influence member of staff will look to quickly develop common ground with this child and gain trust to encourage positive learning.

### Learning

As with any lesson taught by Sporting Influence, all children will be treated equally as individuals and as such the Sporting Influence member of staff will do their utmost to tailor the sessions to the full group incorporating individual needs.

We want every child that attends an Out of School Club to receive the best learning opportunities. We will provide all children with high quality teaching, mainly through game based activities. The clubs will follow the same theme as a Sporting Influence lesson. All children will be expected to attend in sports kit and should take part in a warm up activity and game based skill development session.

At Sporting Influence we look to be outside as much as we can, keeping the children active and learning through play. If however, the Out of School Club has to move inside, depending on space, the club will be either adapted or carried out as normal. If an inside space is not available, a classroom based club, where children are a little less active but taking part in quizzes and learning through technology, will take place.

Due to the nature of Out of School Clubs, Sporting Influence members of staff will have to provide for a variety of ages and abilities. Our staff will plan and deliver inclusive and adaptable games and skill sessions to ensure that there is participation available for all. In the event of older children (Y5/6) working alongside younger children (KS1) Sporting Influence staff will set different challenges and goals for the two groups. Although playing in the same area, they may have completely different aims.

## Equality & Diversity

Sporting Influence are committed to provide equality of opportunity and anti-discriminatory practice, ensuring every child is included and supported. Our ethos is to ensure positive attitudes to diversity and difference, so that every child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, special educational needs, disability, gender or ability. We have a legal duty under the Equality Act 2010 to be inclusive and offer an inclusive provision to children and their families. The Act incorporates the Disability Discrimination Act (1995) stating that children with disabilities must not be treated less favourably than children without a disability. 'Reasonable adjustments' will be made to enable children with a disability to participate. The facilities, equipment and access to the premises are suitable for children with disabilities where ever possible. Children learn from an early age to value diversity in others and grow up making a positive contribution to society. Sporting Influence will meet the individual needs of all children by:

- Valuing each child for whom they are and recognising differences; so they feel understood whatever their ability, ethnic background or gender.
- Valuing each child's culture by making connections between experiences at home, my setting and the wider community.
- Talking to parents and/or carers about their child's progress and development, planning appropriate support where identified.
- Delivering personalised learning, development and care to help children get the best possible start in life.

If a member of Sporting Influence staff are made aware of any equality & diversity issues, these will be fed back to the Headteacher and confirmed in writing (email) as soon as possible. If a parent/guardian/member of staff has any concerns or complaints regarding a Sporting Influence member of staff and their inclusion & diversity, they should also report to the Headteacher and furthermore contact Sporting Influence's Child Welfare Officer (David Moss) directly at [sportinginfluence@gmail.com](mailto:sportinginfluence@gmail.com) or 01423 522 999.

## Information Sharing & Record Keeping

Out of School Club registers should be created and held by the school receiving the provision. These registers should detail which children are attending the club and should be completed before every Sporting Influence Out of School Club. Upon completion of the register this information should be taken straight away to the school office where it should be stored safely. The register should only be made available to any persons who are in need of it or a professional who asks to see the document. These steps are taken to comply with the Data Protection Act 1998 and the Freedom of Information Act 2000.

Sporting Influence do not need any data from the registers and will only use these as a source for registration and emergency contact.

## Health & Safety

Sporting Influence ensure all of the points below are followed before starting an Out of School Club or addressing a health and safety issue.

- All Sporting Influence Staff hold first aid certificate.
- Ensuring there is a first aid box accessible at all times with appropriate content for use with children.
  - Keeping a written record of accidents or injuries and first aid treatment.
  - Informing parents and/or carers of any accident or injury sustained by your child on the same day, or as soon as reasonably practicable, of any first aid treatment given.
  - Notifying Ofsted of any serious accident, illness or injury to, or death of, any child while in my care, and of the action taken, within 14 days of the incident occurring.
- Ensuring the premises, including overall floor space and outdoor spaces are fit for purpose and suitable for the age of children cared for and the activities provided on the premises.
  - Keeping premises and equipment clean.
- Ensuring the safety of children and others on the premises in the case of fire or any other emergency. (Follow schools Fire and Evacuation Policy)

- Ensuring that children do not leave the premises unsupervised.
- Preventing unauthorised persons entering the premises, and ensuring that no one can enter an Out of School Club without the Sporting Influence staff members knowledge.
- Having in public liability insurance.

## Pick Up/Collection

Sporting Influence members of staff will always finish their Out of School Clubs with a short talk. This talk will explain the pick up procedure:

- Children should collect their bags and coats etc.
- The children are then taken to the door and released one at a time.
- If a child CANNOT see their parent/guardian, they are not to leave and must go to the back of the line (Unless stated during the booking process that the child will walk home).
- If the child CAN see their parent/guardian, they must point them out to the Sporting Influence member of staff who will then make sure the child is safely in their parent/guardians care.
- If the Sporting Influence member of staff has to speak to the parent/guardian they should keep the child with them and then ask the parent to speak to them when the other children are safely in the care of their parent/guardian.

In the unlikely event that a child is not picked up and there is no note to say the parent/guardian will be late, the Sporting Influence member of staff will stay with the child for 5 minutes, after the allotted finish time, before making a phone call to the emergency number (kept with the register). If there is no contact, the Sporting Influence member of staff should speak to a member of the school staff and ask for a second phone number to ring or what procedure the school have in place for this.

*Note - The Sporting Influence member of staff WILL NOT leave the child until they have handed them over to the parent/guardian or the child is in the safety of a member of school staff.*

## Risk Assessments

Sporting Influence Out of School Clubs are held on school land which has been risk assessed by the school. However, if an Out of School Club was to ever take place on land which is not part of the school grounds, the school should carry out risk assessments on this land prior to the club taking place.

## Safeguarding

Please see Sporting Influence's Safeguarding Policy.

## Staffing

Sporting Influence Out of School Clubs work on a ratio of 1:16 for KS1 and 1:20 for KS2. The school should adhere to this when handing out places to the children. If there is a large interest for the club it should be discussed between the school and Sporting Influence if a second member of staff will be provided by Sporting Influence or the school.

All staff that lead sessions for Sporting Influence are minimum Level 2 qualified in their chosen sport and will also be DBS checked and First Aid qualified. Other members of staff that may be required to help with the Out of School Club will be experienced Sporting Influence Activity Camp staff who have DBS checks and First Aid.













