



Broombridge Educate Together NS
Bannow Road
Cabra
Dublin 7

Policy for After-School Clubs

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Introduction

This policy has been drafted and formulated in consultation with the staff and after-school club leaders of Broombridge ETNS. It is intended to provide guidance for school management and afterschool club leaders in providing extra-curricular activities and to provide clarity for the school community on pertaining procedures, roles and responsibilities.

Rationale

As an Educate Together school, Broombridge ETNS is a child-centred, co-ed, democratically-run and equality-based community. It aims to provide a child-friendly, safe environment catering for all the needs of all students as far as possible. In support of our child-centred and holistic orientation, the school offers its facilities as a venue for enrichment activities that contribute to a well-rounded educational experience for the children of the school. Through the facilitation of after-school clubs, the school provides opportunities for children to develop skills, interests and hobbies together with a healthy attitude to leisure beyond regular school hours.

Aims and Objectives

To this end, this policy is required for the following reasons:

- To ensure that principles of child protection, safety and inclusiveness guide all after-school clubs;
- To ensure that after-school clubs are organised and run in a structured, consistent and fair manner;
- To inform management and after-school club leaders of their roles and responsibilities; and
- To inform parents/guardians about the procedures, role and responsibilities pertaining to after-school clubs.

Policies and Procedures

Procedure for Establishing an Afterschool Activity

Anyone interested in offering an after-school club should register their interest on the After-School Club document providing details about the type of club, room, number of children, age-group of children and day of the week. After-school leaders are welcome to offer up to 2 clubs - this is in the interest of fairness of opportunity for all potential leaders. If approved by the principal who acts on behalf of the Board of Management, the proposed time and space within the school for the activity will be negotiated. If an agreed schedule is reached, the school will advertise the activity through the school's Friday updates on Aladdin and notice board. Prior to the commencement of the first session, Garda Vetting and Children First certificates should be made available by all leaders.

Use of School Facilities

Some classrooms and school spaces are already in use by external providers. Where other classrooms, the hall or the yard are not being used, these spaces may be utilised for after-school clubs. This must be negotiated with the principal to ensure fairness among all leaders wishing to conduct clubs. The specific

permission to use any school-owned sports equipment must be secured in advance, and it must be stored properly and securely after use. Any space used must be returned to the condition it was found in, with the furniture returned to its previous position and the area cleaned and tidied.

Child Protection:

All leaders must have Garda Vetting and Children First certification. All leaders must familiarise themselves with the following school policies: Child Protection, Garda Vetting and Health & Safety (including fire and evacuation procedures). All leaders must adhere to these policies. All leaders are informed of the personnel acting as Designated Liaison Person and Deputy Designated Liaison Person. Children should not be allowed to leave the building in advance of the end of the club, and should never travel through or leave the school building unaccompanied. Leaders are expected to supervise children until they are collected by a parent or other designated adult. Leaders must not leave the school premises until they are assured that all children are collected. Therefore, it is necessary that all leaders have contact information for the participants and their parents, another copy of which should be left in the main office (or with the principal or supervisor). In the event that a leader cannot attend a session, they should contact the school as soon as possible so that alternative arrangements may be made (i.e. substitute cover). The Board of Management reserves the right to suspend and cancel any after-school activities following the same protocol attached to any child-protection allegations made against staff members.

Managing Challenging Behaviour

Please note that the school's Positive Behaviour policy still applies to staff and children participating in after-school clubs. On rare occasions, there may be difficult or challenging behaviours that arise. As aligned with the school's policy, the following steps will be adhered to:

1. The child will be provided with a verbal warning about their behaviour and given the opportunity to correct it.
2. If the behaviour happens again, the child will be given a second verbal warning and the child's parents/guardians will receive a phone call about the behaviour.
3. If the behaviour persists, the child will be dismissed from the after-school club without a refund. This is in the best interests of the safety and enjoyment of all members of the club.

Registration Process

This policy aligns with our school's ethos and is the fairest we can be to all the students wishing to partake in after-school clubs.

1. The principal will share instructions on how to reserve places in after-school clubs via Friday Updates on Aladdin and the school noticeboard in order to give early notice regarding commencement dates, amount to be paid and the registration process.
2. Once leaders have provided details of their proposed clubs to the management and have then been approved, the principal will share further details about the registration process and clubs (including type of club, leader and day of the week) with the school community via Friday Updates on Aladdin and the noticeboard.
3. Please note that children in 3rd, 4th, 5th and 6th class may sign themselves up to an after-school club, while parents/guardians must sign up on behalf of children in Junior Infants - 2nd class.
4. Children may sign up to a maximum of 2 clubs. This is in the interest of fairness and access for all students.

5. Three mornings will be designated for the registration process with the first group of clubs on day one, the second group of clubs on day two and the third group of clubs on day three.
6. Registration desks will be set up in the reception area of the school from 08:05-08:15 on each morning where parents are invited to queue and sign up with the leader of their chosen club. Spaces will be available on a first come, first served basis.
7. In order to reserve a place, parents must sign-up and provide payment in full. Without providing full payment, the place will not be reserved.
8. Once the club is full, leaders may take up 3 additional names on a waiting list. These children may be offered a place in exceptional circumstances of cancellation or dismissal.

Participation in After-school Clubs

All afterschool activities are only offered to children who are currently enrolled in the school. In keeping with the co-educational nature of the school, all activities must be open to both boys and girls on an equal basis. Activity leaders may choose to restrict the age of potential participants if they determine that a minimum age or class level is required in order for meaningful participation. Leaders may set a limit on the number of children who participate (up to 15 children or up to 20 children). In general, a policy of first-come, first-served will apply. Leaders may take up to 3 additional names on a waiting list to offer places in the exceptional circumstance of a cancellation or dismissal. The sign up form will have a 'second choice' section to be filled out by the parent/guardian. In the case that a club list is full, the child then has signed permission on the form to choose the second option.

Inclusivity

Inclusivity is at the heart of the Educate Together ethos. BETNS strives to make after-school clubs available to all children in the school where possible. The afterschool clubs are run independently from the school. If a child receives additional support during the school day parents/guardians should make the club leader aware (on the enrolment form) so that efforts can be made to facilitate support. The suitability of the club for the child is to be discussed between the parent of the child and the club leader.

Procedures for arrival to After-school Clubs

It is the responsibility of the provider to ensure that children arrive safely at the venue of the activity and are supervised at all times until they are dismissed. At the end of the regular school day, children will walk from their classrooms to their designated meeting point where they will wait until their leader collects them. Children from infant classes who are attending the 'afterschool care' will be met by their club leaders who will walk them to the designated meeting point to ensure all children arrive safely. Leaders must also ensure that attendance is taken and all children expected to attend are present.

Procedures for home-time collection

For children going home afterwards, leaders will bring them to the main gate for collection by their parents/guardians or to make their own way home, as agreed in writing with parents. Parents/guardians are requested to arrive for collection in a timely manner. If parents/guardians are 5 minutes late, leaders will contact the 'back-up' person to collect the children. If late collection persists, leaders have the discretion to dismiss children from their clubs. For children going to 'afterschool care', leaders will walk children there and hand over children into their care.

Dates and Times

After-school clubs will run for a period of 8-10 weeks per term. Leaders should draw up a timetable for each term to include the dates for each session, taking account of any school closures. After-school clubs should not be scheduled during the final week of term. Parents/guardians should be given a copy of this timetable at the first session. The principal should also be given a copy of this timetable to support supervisors, cleaning staff and caretakers on site.

Afterschool clubs will begin at 14:15 and finish at 15.10. At the end of the club, the leaders must ensure that parents or designated adults collect the children. Leaders must remain with children until they are collected. Parents are expected to collect their children on time from clubs on time at 3.15. If a child is collected late (15 mins after clubs finishes) a discussion with parents will be had about the child's future participation in the club.

Fees

The participation fee for 2023/2024 is set at €6 per child per session. The after-school club participation fee for the full-term is due to be paid in advance of the commencement date. In order to secure a place in an after-school club, the full amount should be paid to after-school club leaders at the time of signing up children's names for clubs. Unfortunately, as club leaders will be giving their time and preparing materials in advance, it will not be possible to offer refunds or alternative arrangements if children are absent or miss sessions.

Insurance and Liability

There must be adequate insurance to cover the activities of all after-school clubs. It is the responsibility of after-school leaders to provide sufficient information regarding their activities before the commencement date to ensure the insurance cover is adequate to indemnify the Board of Management. Only activities covered under the school's insurance policy will be approved to be run as after-school clubs.

Summary of Roles and Responsibilities

Board of Management

- To facilitate opportunities for enrichment activities for students of the school by allowing leaders to use the school facilities as specified in this policy.
- To ensure that school insurance is current and adequate to cover these activities.
- To review and ratify policies that may have relevance for after-school club leaders.

Principal

- To ensure that after-school club leaders have current Garda Vetting and Children First certification.
- To approve the establishment of after-school clubs after receiving adequate details about club activities and logistics.
- To ensure all after-school leaders receive the required policies as stated.
- To negotiate the timing and use of facilities and resources among after-school clubs.
- To maintain the timetable of after-school clubs.

After-school Leaders

- The primary responsibility of the provider of after-school activities is to ensure the safety and welfare of the children in their care. This duty of care extends from the start time of the activity until the agreed end time of the activity.
- To ensure that, as much as is possible and reasonable, they follow inclusive practices to enable participation of all club members.
- To ensure Garda Vetting and Children First certification is up to date prior to commencement of after-school clubs.
- To follow best practice regarding work with children as laid out in the school's Child Protection, Health & Safety and Positive Behaviour policies.
- All planning and preparations for after-school clubs, by teachers employed in Broombridge ETNS, must take place outside of the regular school-day.
- To ensure that they inform the school as soon as possible if they are unable to attend and leave prepared session guidelines to enable substitute cover.
- To take responsible care of the school facilities and resources used during their after-school club, leaving equipment and spaces clean and tidy as it was found.
- To take a roll call, ensuring all children expected to attend are present at the start of the session, and keep to hand details regarding children's medical needs, emergency contact information and back-up contact information.
- To arrive on time to collect children for sessions and remain with children until they are collected by parents/guardians.
- To report any child protection concerns to the Designated Liaison Person.
- To familiarise themselves with the fire safety and evacuation procedures pertaining to their room.
- To abide by the specific procedures in this policy statement.

Parents/Guardians

- To ensure they are familiar with procedures and expectations regarding after-school clubs, as per policy.

- To familiarise themselves with the details pertaining to after-school clubs including leaders, activities and logistics before enrolling to ensure its suitability and manageability.
- To provide up-to-date medical information (if necessary), emergency contact information and back-up contact information.
- To arrange for collection of children in a timely manner at the end of sessions.
- To follow admissions procedures to reserve a child's place in their chosen after-school club.
- To communicate directly with the after-school leader if difficulties arise.

Children

- To show and participate with respect and kindness, as per the school's Positive Behaviour policy, towards leaders and their fellow participants.
- To share any concerns with a member of staff or parent, as required.

Implementation and Review

This policy has immediate effect and will be reviewed again in September 2024 and amended if necessary.

Communication and Ratification

This policy was created, ratified and communicated in September 2023. This policy will be presented to all staff and potential after-school leaders annually in September. It will be posted on the school's website for the perusal of the school community.

PP *Philippa Leahy*

Signature

05/ 10 / 2023

Date of ratification