Enrichment clubs and community activities Policy & Guidance

Sussex Road Community Primary School

Approved by:	**Headteacher**	**Date:**	**September 2026**
Next review due:	**September 2027**		

Introduction

Enrichment clubs offer a variety of structured and supervised activities for children before, during or following the end of the school day, typically until 4.30. These clubs provide a safe and engaging environment for children to learn new skills, participate in extracurricular activities, and socialize with peers. Many of the school's clubs are affiliated with Sussex Road School and some may be partially subsidised, while others are run independently.

When choosing an after-school club, consider your child's interests, the club's activities, and the club's location and hours. Some clubs operate seasonally or short periods only and are not intended to provide long term childcare for families. Some clubs have waiting lists, so it's a good idea to register as soon as they are open for applications.

Written with reference to DfE Guidance https://www.gov.uk/government/publications/guidance-for-parents-and-carers-on-safeguarding-children-in-out-of-school-settings/using-after-school-clubs-tuition-and-community-activities

Aim

This guidance explains what school and activities clubs; tutors and coaches do to provide a safe environment for the children that attend clubs on the Sussex Road School site. There is no single legal framework that governs how clubs and activities for children operate. Although the school make various types of club available to children, their staff members and volunteers are not typically inspected, overseen or assessed by any regulatory organisation.

Safeguarding

Safeguarding is at the centre of all that we do at Sussex Road School and that includes our clubs for pupils. We adopt a consistent approach to all out of hours clubs to all our club providers have a full understanding of the School's expectations for handling concerns and disclosures and keeping attendees safe.

As part of their agreement with the school External providers are required to complete a letter of Assurance or a Service Level agreement. Agreements include, but are not limited to, the safeguarding protocols of the club.

All providers are required to: -

- Follow the School's Health and Safety policy or provide their own to be approved by the school.
- Operate within a tidy environment, using equipment for the purpose for which it was made.
- Have a first-aid kit available and a person appointed to be responsible for first aid
- Understand the processes in place in case of a fire or emergency
- Hold relevant qualifications (to the appropriate level
- Provide details of public liability insurance
- Carry out pre-employment (including volunteers) checks
    - Photographic ID checked.
    - Proof of Address verified.
    - Evidence of Right to Work in the UK confirmed.
    - Completion of Criminal overseas checks - where applicable.
    - Verification of Relevant qualifications
    - Prohibition and restrictions checks, including EEA teaching restrictions - where appropriate.
    - Completion of Enhanced DBS check.
    - Barred list checks for staff in regulated activity.
- Provided DBS Clearance details to the school, to be held on the Single Central Record.
- Use the School's Child Protection Policy or provide their own to be approved by the school. Clubs operating outside of hours are also required to appoint their own trained Dedicated Safeguarding lead.
- Hold a code of conduct for staff, volunteers and children, as well as for anyone visiting the club.

- Publish a clear process for raising concerns and making complaints
- Adopt an online safety policy regardless of whether children have access to online material during a club.
- Provide details of an affiliation to a relevant governing body such as the Football Association, British Gymnastics.
- Abide by School Confidentiality and GDPR restrictions.

External Clubs

Available clubs will be advertised on the School's web site and via school newsletters. To ensure fair access to all school provided clubs, registration will be opened to all appropriate families at specific pre advised times. Places will be allocated on a first come first served basis although a waiting list may be held.

Wrap Around Care
Provided by Polkadots Out of School Care Ltd. This is a separate entity from the school registered with OFSTED and subject to inspection to ensure safety standards, including safeguarding and first aid are met.

polkadotsoutofschoolcare@hotmail.co.uk

Enrichment commercial providers
Clubs operated by third partiers do so on a letting basis and all administration is carried out by the provider.

In accordance with the school's letting policy all, each provider is granted one free session by the school. To meet the LEA requirement to maximise use of the school's assets all other sessions are chargeable.

Holiday Clubs
These are currently offered by Polkadots Out of Hours Care Ltd and Sporty Stars. The school does not undertake any administration for these clubs or allocate places.

These clubs may offer places to pupils outside of the Sussex Road School Community.

Community Clubs
The school evening offers Community Lets in accordance with the Lettings Policy. All such users are bound by the school's confidentiality and GDPR policies.

SRSA Events
From time to time the Parent Teacher Association (SRSA) paid events to pupils. The school does not administer these events or take payment for them. Families are required to follow instructions from the SRSA to ensure successful booking for these events

Free Places
The school has negotiated a few free places at some clubs operated by external providers. These spaces will be allocated by the Headteacher. Places will only be allocated to children who qualify for additional funding through targeted FSM.

School Clubs

Enrichment provided by the school
Schools in the UK can charge for certain optional activities and services, but not for those considered part of the curriculum or essential school functions. Enrichment clubs are therefore offered on a payment basis, to meet the costs of resources, utilities, additional cleaning and staff salaries.

In order to ensure the viability of these club, refunds will not be provided, except where a pupil is no longer on role at Sussex Road School

Enrichment commissioned by the school – SLA

Where a qualified provider is commissioned by the School they will be required to complete a formal Service Level Agreement.

Enrichment clubs are offered on a payment basis, to meet the costs of resources, utilities, additional cleaning and staff salaries and the cost of the Peripatetic Teacher.

In order to ensure the viability of these clubs, refunds will not be provided, except where a pupil is no longer on role at Sussex Road School

Acorns provided by the school
This Club Operated Monday to Thursday each week. Ad Hoc places may be available to book.

Places are limited and must be booked and paid for termly in advance. In order to ensure the viability of this clubs, refunds will not be provided – including occasional missed sessions.

Subsidised Places
Where possible clubs provided by the school will set aside a number of subsidised places for pupils in receipt of additional funding.

Attendance
Where a pupil is unable to attend a specific session, families must let the provider know in advance, to ensure that all children are accounted for at each session.

Each club will have a published collection time and families are required to ensure pupils are collected at that time of have formal written permission to walk home alone or be collected by a third party.

The school is unable to provide cover for late collection of children from clubs. Children who are persistently collected late will be removed from the clubs register.

Non-Payment
Where payment is not received for any School club the child's place will be deemed forfeit and allocated to another from the waiting list.

Behaviour
All pupils on the school's site are required to abide by the school's Behaviour Policy. Where a pupil's behaviour falls outside of the school's expectation, endangers others or themselves their place will be deemed forfeit and allocated to another from the waiting list.

Raising concerns
Where families have a concern regarding a specific club this must in the first instant be directed to the club provider to address within their own policies. If the concerns relates to safeguarding and the service provider, they may be addressed to the School's DSL Sarah Miles who may wish to review the operation of the club.