



BENGEWORTH CE ACADEMY

ARRANGEMENTS FOR CURRICULUM+ CLUBS 2023-2024

September 2023



Bengeworth
Multi Academy Trust

Brilliant People • Better Schools • Bright Futures

INTENT

At Bengeworth CE Academy we strive to provide a rich and diverse extra-curricular offer which enhances the school's curriculum, which is why we refer to our extra-curricular clubs as 'Curriculum+'. Our aim is for children to:

- explore new opportunities and broaden horizons
- learn new skills
- develop talents and interests
- build confidence and resilience
- work with each other cooperatively
- understand how to keep physically healthy and active
- have fun

Curriculum+ clubs generally run for 5 weeks each half term, although this is sometimes affected by INSET days and school closures. Start dates for these clubs are therefore determined by the length of the half term and will be communicated to and agreed with external providers at the time of booking.

SAFEGUARDING AND CHILD PROTECTION

Our children's safety is paramount at all times, both during the school day and during Curriculum+ clubs, and as a school we believe strongly that safeguarding is everyone's responsibility. We expect all external providers to share our commitment to safeguarding and to raise any concerns about pupils which arise at a Curriculum+ club.

If any provider becomes concerned about comments made by a child, marks or bruising or unusual behaviour, concerns should be reported immediately to the Designated Safeguarding Lead (DSL) or one of the deputies (DDSLs) as soon as the Curriculum+ session is completed.

Although the likelihood of this is small, it is important that external providers take the view that 'it could happen here.' In such circumstances, providers should:

- Listen to what the child says without displaying shock or disbelief; accept what is being said and prepare to 'believe the unbelievable'
- Allow the child to talk freely without interruption
- Reassure the child, but not make promises that might not be possible to keep
- Not promise confidentiality but explain to the child that you may have to tell someone so that they can provide the right help
- Not ask any 'leading questions' (usually those which have a yes/no answer) or attempt to investigate what the child is saying further through questioning
- Reassure the pupil that it is not their fault and they have done the 'right thing' by telling someone
- Not ask the child to write anything down, but write down what the child has said using exact words and phrases if possible
- Not criticise the alleged perpetrator
- Not take photographs of any injury or bruising

Currently, the school's DSL is Kirsty Shaw, Head of School (Burford Road setting) and DDSLs are Hayley Potter (Headteacher), Natalie Snowdon (Deputy Headteacher), Jane Wadmore (Family Support Professional - Burford Road setting). Contact details are below.

Disclosure and Barring (DBS)

All adults working with children are expected to have an enhanced DBS certificate and ask all external providers to bring this with them prior to the first session, alongside documents which can verify identity. These will be recorded on the school's Single Central Record as part of the school's safeguarding procedures. This includes any provider who is deputising for an absent colleague.

Fire and evacuation arrangements

In the event of a fire, the alarm will ring. If the fire bell sounds, all children and adults should immediately evacuate the building via the nearest exit (if inside). Children should not stop to collect belongings and should proceed to the school playground.

If possible, windows and doors should be closed as adults leave the building to help prevent the spread of fire and smoke.

Once on the playground, children should line up as a club rather than in their year groups. A member of the office staff will bring out a register so that providers can check that all children are present and safe.

TIMINGS

Extra-curricular clubs run from 3.00pm to 4.00pm for Reception and Year 1 children at our Burford Road setting.

Extra-curricular clubs run from 3.15pm to 4.15pm for our Year 2, Year 3, Year 4 and Year 5 children at our King's Road setting.

ENTRY AND EXIT

All external providers of Curriculum+ clubs must enter the school via the main entrances at the appropriate setting and sign in using the pass-tab system located in the foyer. A member of staff will then release the door to allow entry to the building and issue a visitor's badge which must be worn at all times.

All providers must ensure that they sign out when they leave the building and return their visitor's badge to the main office before leaving the site.

ARRANGEMENTS

Extra-curricular providers should arrive in good time to set up any equipment needed for their club. If further resources are needed from school, providers should ensure that these have been discussed with their named contact at school prior to the first session of the club. All equipment must be put away at the end of the session.

Children attending sports'-based and active clubs should arrive at the club dressed appropriately for the activity, i.e. in PE kit, football kit, dance clothing as agreed previously by the school. If children have muddy shoes or football boots, these must be removed before entering the building. If there is an issue with any items of clothing, or if children are missing necessary equipment for a particular activity, external providers should inform a member of the office team who will share this information with class teachers.

TOILETS

All adults should use the staff toilets at both settings.

Children at King's Road Curriculum+ outdoor clubs who need the toilet during a session should use toilets closest to where the club is taking place, including those in the changing rooms if appropriate.

Children at Burford Road Curriculum+ outdoor clubs should use either the Reception or Year 1 cloakrooms and toilets at the back of the building.

Children do not need to be accompanied to the toilet but providers should ensure that they are aware of children's whereabouts at all times and to seek support if they become concerned that a child has not returned promptly.

STAFF ROOMS

We ask that external providers do not use the staff room at either settings due to the confidential information in these areas.

KEYS

All keys to resource cupboards are kept securely in the school offices. If providers require access to a locked resource area, they should ask for the key at the school office and ensure that this is returned to a member of the office team at the end of the session.

BEHAVIOUR AND SCHOOL VALUES

We expect all children attending extra-curricular activities to demonstrate the same high standards of behaviour and conduct as they are expected to demonstrate during the school day and to show commitment to their chosen Curriculum+ club.

Our behaviour policy is based around the school's values of Respect, Responsibility, Trust, Forgiveness, Friendship and Perseverance and children should be reminded of these values and recognised for showing them during the session. If a child's behaviour causes concern, this should be reported to Kirsty Shaw (contact details below) as soon as possible.

REGISTERS

A register of children who have been allocated a place at a Curriculum+ club will be provided at the beginning of each session and should indicate any children who are absent from school on that day. Providers and coaches must ensure that they complete and return the registers to the school office before the club starts. If a child is not present and there has been no message to say that this is the case, this should be reported to a member of the admin team in the school office immediately so that the parents can be contacted and child's whereabouts established.

ACCIDENTS, INJURIES AND FIRST AID

First aid areas are situated outside the main office at both settings. A member of the office staff will be available to administer and record any first aid incidents which occur during the club, but the provider may need to pass on this information to parents when the child is collected if appropriate. Providers are not expected to accompany children to first aid if there has been an accident, but may consider sending another child to accompany the injured child depending on the age of the group attending the club and the severity of the accident.

In the case of an emergency or a more serious injury where it is clear that a child should not be moved, providers should remain with the injured child and send a trustworthy child to the school office to ask for support.

DISMISSAL AT THE END OF THE CURRICULUM+ CLUB

At the end of the session, children should collect their belongings (book bags, water bottles etc) ready to be dismissed to parents. All clubs will have a designated exit point and children should then be dismissed to their parents from this exit one at a time. If there is no one to collect a child, he or she should be brought back into the school until the parent or carer arrives.

If a child has not been collected within 5 minutes of the end of the session, they should remain in school and take a seat in the library area (Burford Road setting) or the main entrance area (King's Road setting) and a member of the office staff alerted so that a phone call home can be made. Under no circumstances should a child be allowed to walk home alone.

Providers should not leave the setting until all children who attended their club have been collected.

All children must be collected from Curriculum+ clubs by an adult, except those in Year 5 who have written permission to walk home in addition to the general walking home consent form. If in doubt, the provider should seek support from a member of the office staff so that clarification can be obtained. All other children must not be allowed to walk home alone.

Night Owls After School Care

Pupils in Reception and Year 1 who are attending Night Owls after school care after attending a Curriculum+ club should be taken to the main school hall at Burford Road. Pupils in Years 2 to 5 who are attending Night Owls after school care after attending a Curriculum+ club will be collected from the main foyer of the King's Road setting by a member of Night Owls' staff at the end of the session. They will then be accompanied down to Burford Road to join Night Owls.

EXTERNAL PROVIDER ABSENCE

If an external provider is unable to attend a session for any reason, including illness, as much notice as possible should be given to the school via telephone (01385 442047) so that alternative arrangements for the club can be made, if possible.

CONTACT DETAILS

Main school telephone number – 01386 442047

office@bengeworth.worcs.sch.uk

Headteacher (King's Road setting) and DDSL – Mrs Hayley Potter

hb54@bengeworth.worcs.sch.uk

Head of School (Burford Road setting) and DSL – Mrs Kirsty Shaw

kjs83@bengeworth.worcs.sch.uk

DDSL and Deputy Head of School – Mrs Natalie Snowdon

nem10@bengeworth.worcs.sch.uk

DDSL – Mrs Jane Wadmore (Burford Road)

jwadmore@bengeworth.worcs.sch.uk

Bengeworth

Multi Academy Trust

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