



BALDWINS HILL SCHOOL OUT OF SCHOOL HOURS LEARNING POLICY

Review Date: April 2028
Agreed by Governors: April 2025

Growing great...
Respect, Compassion, Courage, Responsibility

Principal Aims of OSHL Policy:

To establish and maintain an out of school hours learning programme that provides opportunities to enhance the quality of pupils' education within a culture and ethos which values literacy, intellectual and aesthetic and sporting achievements.

As per guidance from the DFE, our aims are:

- **To provide opportunities for pupils to become enthusiastic and well-motivated learners.**
- **To encourage pupils to believe in themselves and their own ability to succeed.**
- **To help pupils develop the skills to learn more effectively, think more creatively and study more systematically through a range of clubs offered.**
- **To ensure that parents and pupils will be kept regularly informed of the activities which are available.**
- **To extend learning and experiences beyond the national curriculum.**
- **To provide a range of active or competitive opportunities outside of school hours.**

Out of school hours learning offers pupils more than just a range of activities; it can provide the key social skills that make for active citizens, fulfilling careers and lifelong interests.

The programmes and activities offered by staff and outside agencies will be well planned to ensure that pupils experience:

- New learning that may not be available in the classroom.
- Many opportunities for success – for example by providing those who have not had much success in the classroom, with the opportunity to achieve at an activity in an out of school activity.
- New relationships with other pupils, teachers, parents and other adults.
- Opportunities to develop new learning techniques, to take responsibility for learning and acquiring good study habits.
- Opportunities to represent the school in a different sporting events.

Roles and Responsibilities

Role of OSHL/Club Co-ordinator/s:

- Ensure all clubs meet our aims as set out above.
- Ensure that all club leaders/Parent helpers are DBS checked
- Ensure potential risks have been discussed with club leaders and EVC, and where necessary, risk assessments written and shared.
- Ensure that all outside agencies have their own first aid and accident procedures and are aware of the School's Health and Safety Policy.
- Ensure that first aid and accident procedures are clear to all club leaders (see the Health and Safety Policy).
- There are clear procedures in place for the collection of pupils.
- Gathering club information from club leaders/outside agencies in order for Google Forms/permissions for teacher led clubs can be sent to all pupils by the end of the week before clubs start and for Offices to send out relevant information to parents from outside agencies.
- Ensure that outside agencies know that they have to provide the letters/leaflets for the children.
- Monitoring the engagement of clubs.

- Auditing resources.
- Liaising with class teachers and advising as appropriate.
- Action planning in conjunction with the Headteacher, ELT, Governors, Staff, club leaders, outside agencies, Parents/Carers.
- Staff developments – ensure that staff club leaders have access to resources and development material if required.
- To ensure all club staff have up to date safeguarding training, including Prevent.
- Where any club offers holiday/Wraparound care they should be Ofsted registered, especially in the case of caring for under 5s.

Role of club leaders

- Maintain club register and ensure that health and safety and safeguarding regulations are adhered to.
- Ensure that children are collected safely by their Parents/Carers after their club.
- Ensure that only children in Year 6 walk home after clubs if the club leader/office has received a permission letter.
- To inform OSHL Co-ordinator if new Parent helpers assist at their club in order for DBS checks to be carried out.
- Undertake risk assessment and send to EVC where necessary.
- Ensure they know what to do if first aid is needed and office staff are unavailable.

Role of office staff

- Organise DBS checks for club leaders/Parent helpers
- Send out google form to allow parents to sign up for clubs.
- Provide teachers/club leaders with a print out of attendees for their club prior to starting.
- Ensure Leaders have relevant information regarding collection procedures (see Appendix One) and safeguarding protocols in line with our Child Protection and Safeguarding policy.

Role of Headteacher

- To monitor and evaluate the engagement and enrichment value of OSHL activities.
- Monitor attendance of Underserved pupils participating in clubs.
- To ensure all Club Staff have had up-to-date safeguarding training

Equal Opportunities and Inclusion

All pupils will have equal access to OSHL regardless of age, race, gender, religion, ability or Special Needs to ensure all children have opportunities to broaden their life and learning experiences, where there may be difficulties or limitations outside of school, financial or otherwise.

Appendix One

End of day dismissal/clubs protocols Baldwins Hill

1. At normal end of the day: Early Years are dismissed from the Early Years classroom. KS1 children are dismissed from classroom doors. Year 3 and 4 are dismissed from their classroom doors and Year 5 and 6 are brought to the playground and dismissed to parents. Teachers must only dismiss to their parents/carers or to an adult that school has been made aware is picking up.

2. If parents/carers are delayed for any reason, child is to stay with teacher/club leader and if by the time all parents have collected they have not arrived the teacher takes the pupil to the office to start phoning contacts. **Children MUST NOT leave the class teacher to go to their club at the end of the day without getting permission from their class teacher.**

3. If a different adult claims to be picking up the child, but school have not been informed, the office/class teacher/club leader will contact child's parents/carers to check permission.

4. If a parent has picked up instead of a child going to a club as planned, the class teacher must tell club leader

Unless the class teacher/club leader has spoken to a parent directly or been told by the office of different collection details, a child SHOULD NOT be released to someone else, even if they are another parent.

5. After school clubs to take registers promptly and contact the Office if there is anyone unexpectedly missing for them to locate them or contact parent.

6. At end of club: children are released to their parents at the end of a club following the above protocols. Only children in Year 6 walk home after clubs if the club leader/office has received a permission letter.