



**St Andrews Primary School Parent Council**  
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Head Teacher: Mr Mark Taylor



## **ST ANDREWS PRIMARY SCHOOL Extra-Curricular Clubs and Activities POLICY**

St Andrews Primary School encourages parental involvement in extra-curricular activities.

This policy forms the basis of an agreement document produced by the Parent Council and agreed with the Volunteer Coaches, Group Leaders, and Parents and Guardians for participating pupils.

This policy aims to:

- ensure the safety of the children participating
- outline responsibilities for adult helpers, parents/guardians and pupils.
- ensure volunteers, coaches and group leaders are covered by Parent Council liability insurance
- ensure the ethos of St Andrews Primary School is maintained

### **General Standards**

Volunteer coaches/group leaders must be clearly identifiable to participating children and their parents/guardians and lead by example in terms of behaviour and attitude.

The Parent Council promote the following ethos: *BE POSITIVE, BE ENTHUSIASTIC, BE FAIR, BE RESPONSIBLE, BE PUNCTUAL, BE RESPECTFUL & DISPLAY GOOD SPORTSMANSHIP AT ALL TIMES DURING AND AFTER THE ACTIVITY*

### **Setting up a group**

Any person interested in setting up a group or running an activity should make a proposal to the Parent Council to establish its suitability. Any group or activity must be approved by Parent Council and comply with this policy.

### **Volunteer Coaches/Group Leaders**

Volunteer coaches/group Leaders must be suitably experienced and/or qualified to deliver the activity offered and approved by Parent Council.

### **Protection of Vulnerable Group Checks (PVG) - (formerly Disclosure Scotland checks)**

Any volunteer not in possession of a PVG check must not be given unsupervised access to pupils. Volunteer coaches/group leaders must have successfully completed "enhanced" Disclosure Scotland checks. This may not be necessary if individuals have already been checked by St Andrews Primary School as a Parent Helper. *PVG checks will be requested and paid for by the St Andrews Primary School and generally take 4/6 weeks to complete. Records of these checks will be kept by Parent Council.*

### **Supervision Ratios**

The recommended supervision ratios must not exceed (1:15 for P4-7 and 1:6 for P1-3). There should never be less than two leaders on duty. When possible, if the group contains both sexes, there will be male and female leaders available. Volunteer coaches/group leaders will ensure that these ratios are maintained.

### **Consents and Emergencies**

Written parental consent must be in place for every child before they participate. Consent must also be given for the school office to copy and share medical and emergency contact information with the relevant adult volunteer. It is important that the voluntary coach/group leader has details of medical conditions and emergency contact numbers for all participating children. It is the responsibility of each parent/guardian to ensure the medical and contact information held by the school is accurate and up to date.

## **Photographs**

Parents/guardians will be asked whether or not they give permission for photos to be taken of their child(ren) at extra-curricular events. These will be used by St Andrews Primary as deemed appropriate e.g. school website, school facebook page, local media.

## **Group Leader Activity Information**

The volunteer coaches/group leader will carry a pack supplied by the Parent Council which contains all the relevant information for the activity including:

- # Pupil Register (if applicable)\*
- # Pupil emergency contact/medical information\*
- # Parent rota (if applicable)\*
- # First Aid Kit
- # Risk assessment for venue (if applicable)\*
- # Parent Council risk assessment\*
- # Copy of letters to parents (includes training session dates)\*

The school office will hold copies of items marked \* as well as details of subs monies received, original consent slips/forms and relevant correspondence

## **First Aid/Medical Provision**

Volunteer coaches/group leaders will be responsible for a basic first aid kit provided by St Andrews Primary School. Volunteer coaches/group leaders are encouraged to have a basic first aid qualification, if this is not possible then at larger events there should be one person within the venue who has a basic First Aid qualification.

## **Communications**

The school office will distribute information after consultation with volunteers and Parent Council accordingly. Any correspondence in relation to team selections should be distributed in a sealed envelope for children to open with their parent/guardian.

## **Financial Considerations**

Financial matters will be agreed and overseen by the Parent Council. Volunteer coaches/group leaders will ensure Parent Council are provided with details of costs associated with venue bookings, setting and collection of subscriptions. School will ensure all money collected is documented and passed to the Parent Council treasurer. Parents/Guardians will ensure subscriptions are paid promptly so their child(ren) can participate in activities.

## **Risk Assessments**

Where appropriate risk assessments will be in place for all activities – Parent Council will assist with this. When attending tournaments/activities managed by other bodies, this assessment will only relate to participating children's supervision and emergency provision, not the activity, which remains the responsibility of the organising body.

## **School Tournaments and Competitions**

Competitions managed and run by reputable sporting bodies will be attended. Supervision and maintaining high standards of behaviour during activities are the responsibility of the voluntary coach/group leader. Parents/guardians are responsible for the supervision of their child(ren) during interim periods unless otherwise arranged with the volunteer coaches/group leaders. Overall responsibility for the event arrangements rests with the organising body.

## **Transport**

The safety of the pupils is of utmost importance to the Parent Council. Parents/Guardians are reminded that they are responsible for arranging transport for their child. Each child will report to the volunteer coaches/group leader at the start of each session and before leaving.

## **Register**

If appropriate, on arrival children will be registered at the start of an activity. This will be recorded on a sheet provided in the pack folder. It is important that parents/guardians notify the volunteer coaches/group leaders as much in advance as possible if their child is not able to attend a training session or match/game, either by contacting them directly or through the school office.

## **Child Protection Issues**

If a child discloses information to a volunteer coach/group leader during any activity that raises concerns for that child's safety it will be passed directly to the Head Teacher. The role of any adult helper is to listen rather than ask questions, and then to refer rather than act.

If a parent/guardian has concerns about any aspect of an extra-curricular activity they should contact either the Chair of the Parent Council or the Head Teacher.