

# Before, During and After School Clubs

## Engagement Expectations

### Operational Expectations

As the club facilitator, you are required to fulfil the operational aspects of delivery, including receiving participants before the club and dispatching them after. Participants leaving a before school club are expected to arrive in class no later than 08:40. Participants leaving a lunch club are expected to arrive in class no later than 13:00.

Responsibility for the administration of your club lies with you, the facilitator. The school does not provide administrative services to club facilitators.

Communication with your club participants and their parents is your responsibility and not that of the school. We will, however, publicise your club in our weekly newsletter.

The school is not permitted to handle or store cash payments for third parties. It is your responsibility to manage and facilitate all transactions related to the club.

### Risk Assessment

You must provide us with a risk assessment documenting the measures you will take to minimise the risk of transmission of Coronavirus among the participants in your activity at school.

### Insurance

You must provide us with a current certificate of liability insurance for delivery of your club as a sole trader / organisation.

### Health and Hygiene

Full Coronavirus safety expectations are set out in Government guidance for before and after school club providers and further detailed in our own Risk Assessment.

We provide hand sanitiser in all areas of the school and you will be expected to use this regularly to reduce the possibility of Coronavirus transmission.

You will not be required to wear a mask, however, if guidance changes we may ask you to do so.

Coronavirus lateral flow device (LFD) testing kits are now widely available. You are encouraged to regularly take LFD tests if delivering a club. In the event that you test positive, you will be required to notify the school of the outcome. You must also notify the NHS of the LFD test result and immediately book a PCR test.

### DBS Certificates

We must see an original copy of a DBS certificate for each facilitator.

### Child Protection and Safeguarding

You must provide a declaration that you (and / or all of your staff) have read and understand Keeping Children Safe in Education Part 1 and Annex A.

## **The Prevent Duty**

You must provide evidence that you have completed the Government Prevent Duty e-learning.

## **Test and Trace**

You must collect contact details for all of your club participants to enable you to inform them in the event that you, or one of your club participants, tests positive for Coronavirus; you must also share this list with us so that we can, if required, advise others in the same school bubble(s). You must also advise the NHS if you test positive for coronavirus.

## **Schedule of Sessions**

You must provide us with a timetable of all your planned sessions for the coming term.

## **Accommodation and Facilities**

You must indicate the accommodation you will need in order to deliver your club.

Space for before / during and after school clubs is limited. We unfortunately cannot permit any club to leave equipment, materials or other items related to the club on our premises. We will accept no liability for items that are left at our premises and subsequently moved, removed, lost or damaged.

## **Equipment**

If your session requires the use of equipment, you must either:

- Provide your own and clean this before and after use
- With our agreement, use school equipment and clean this before and after use

## **Hire Charges**

All facilities users are expected to pay for the hire of facilities for before, during and after school clubs.

You must accept and agree to pay when billed the hire charges that are set out [on our website](#).

Charges made for your club will be estimated before your club commences according to the timetable of sessions that you provide us with when booking.