

Extra-Curricular Staff Policy

Approved by the Governing Body:	Autumn 2024
Signed (Headteacher):	Anne Rennie
Signed (Chair of Governors):	Liz Stone
Next Review Date (term/year):	Autumn 2026

1. Aims

Edmund Waller recognises the valuable contribution that extra-curricular staff bring to life at school. This policy sets out guidelines for all staff who work with children both part time during school hours and outside usual school hours. Extra-curricular activities include: sporting activities, music tuition and enrichment activities such as gardening, and arts and crafts.

This guide is intended to ensure the welfare of the children attending extra-curricular activities and covers best practices on safeguarding and child protection, the suitability of staff and health and safety. It also sets guidelines for payment of extra-curricular staff.

2. Safeguarding and Child Protection

In line with the DFE non- statutory guidance: [After-school clubs, community activities, and tuition](#) [Safeguarding guidance for providers](#) the school ensures that all staff understand and comply with the school's safeguarding procedures. All adults working with children should have read the following documents.

- [Safeguarding Policy](#)
- [Keeping Children Safe in Education](#)
- [Staff Code of Conduct Policy](#)
- [Behaviour Policy](#)
- [Whistle Blowing Policy](#)
- [Data Protection Policy](#)

All staff must sign in and out at the school office using Inentry and wear the green school lanyard at all times whilst on the school site. The green lanyard indicates that they have been added to the school's single central record (SCR).

3. Suitability of staff

Adults working unsupervised with a child, are usually undertaking regulated activity and as such all staff must have had relevant pre-employment checks. These include DBS check, verification of identity, references, right to work (if employed by the school). Relevant reviews will take place to check the suitability and training requirements of staff after their appointment.

4. Health and Safety

It is essential that steps are taken to reduce any risks to children and adults in the school setting. Staff should be aware of the fire safety and evacuation plan and know where to muster in the event of the fire alarm being sounded. They should also know the school's first aiders. In order that they are aware of any medical concerns or allergies a list can be found at the back of the club registers.

5. Staffing extra-curricular clubs

Unqualified teachers and support staff can lead extra-curricular clubs: the appointment of these staff is up to the headteacher once satisfied the person leading the club is suitable for the role and specific nature of the activity involved. Staff taking clubs are covered by the school's insurance. External providers will need to provide their own insurance.

6. Rates of pay for extra-curricular staff

Any member of support staff running an extra-curricular club outside of their contracted hours, will be paid as an unqualified teacher. They will be paid an hourly rate plus agreed planning time. This rate and planning time will be set by the headteacher. Support staff assisting in the running of the club will be paid their usual hourly rate with no planning time.

7. Rates of pay for music tuition

Music tutors will be paid rates broadly in line with recommendations from the Musicians Union. However, it should be noted that this recommendation is for self employed teaching work and not employed teaching work and does not consider the on-costs that school has to pay. It will therefore be lower than the gross recommended rate.

8. Rates of pay for external providers including external music tutors

External providers are free to set their own rates and invoice school accordingly. The headteacher will consider whether these rates are appropriate for the service provided and taking into consideration budgetary requirements.

