

Pioneer Childcare

Children Attending School-run Extra Curricular Activities Policy

At Pioneer we recognise the importance of children attending school-run extra-curricular activities as these provide children with the opportunity to learn new skills and can have a positive impact on their sense of self-worth and mental well-being.

We will, where possible, work with the parents and the school to provide the opportunity for children to attend school-run extra-curricular activities at our host schools (the host school being the school that our club is based at).

To ensure the continued safety and well-being of all the children in our care, we are unable to facilitate collecting children from any school-run extra-curricular activities that take place at our feeder schools (the feeder school being the school we routinely drop off or collect the children from).

Any parent wishing their child to take part in extra-curricular activities run by either the host school or another provider must inform us, in writing via email, prior to their child attending the club, and provide us with the following information:

- The name of the club their child will be attending.
- The duration of the club (e.g., 6 weeks, termly, full year).
- The name of the provider/facilitator (either the school or another provider).
- The day the club is taking place, with a clear indication of the start and finish times.
- The location of the extra-curricular activity.

If we do not receive this information prior to the club starting, Pioneer will expect the child to arrive at our Afterschool Club at the usual time. If the child does not arrive at club, the Club Manager will instigate our **Missing Child Policy**, which may result in us contacting the Police.

Parents should be aware that the cancellation of a school-run club is not routinely shared with Pioneer by the school, **and it is the parent's responsibility to inform the Club Manager if the school-run club is not operating** (for reasons such as bad weather, sickness etc). This is particularly important if parent's wish their child to be collected from school by Pioneer staff at the end of the usual school day.

Pioneer Childcare is, in most cases, unable to collect any children attending school-run extra-curricular activities due to the constraints on child to staff ratios at club. It is therefore the responsibility of the parent to ensure that arrangements are made for their child to be dropped to our Afterschool Club by the teacher or club leader and parents must notify us of that persons contact details.

For the duration of the school-run extra-curricular activity it is the school-run club provider who is responsible for the safety and well-being of the children attending their club and it is their responsibility to ensure the children are dropped to us and that the Pioneer Club Manager is aware of the child's arrival so that registration information can be completed.

Related Policies: Missing Child Policy, Safeguarding Children Policy

This policy was adopted by: Pioneer Childcare Ltd	Date: 25 th January 2025
To be reviewed: 24 th January 2026	Signed: <i>J. Wilkins</i>