



Wittersham Church of England Primary External Clubs Provider Policy 2025

We strive to cooperate and work alongside all members of our community to feel valued, nurtured, and empowered as they embark upon their journey to become the very best that God intended. Throughout their voyage of discovery with us, we ensure all children are provided with a rich curriculum and experiences that promote courage and a strong moral purpose underpinned by our Christian values, preparing them to become compassionate citizens within our rural community and the wider world.

Revision History

Version	Date	By	Description
V01	July 2025	S.Coulson	New Policy

'On a voyage of discovery; learning and growing together in the light of God.'

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1. Introduction

Wittersham Church of England Primary School values the contribution that external providers make to the enrichment of pupils' educational experience. The school recognises the positive impact of high-quality extracurricular provision and is committed to working collaboratively with individuals and organisations who offer before- and after-school clubs and activities on site.

As a Church of England school, Wittersham operates within a clear framework of Christian values, including courage, compassion, and cooperation. These values underpin all aspects of school life and are expected to be reflected in the conduct and practice of external providers.

This policy sets out the school's expectations for external providers and outlines

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key procedures in relation to safeguarding, health and safety, behaviour, communication, and the use of school facilities. All providers working on site are required to read, understand, and comply with this policy in full.

The aim is to ensure a safe, consistent, and positive experience for all pupils attending clubs and activities, and to support strong communication between providers and the school.

Queries regarding this policy or its implementation should be directed to the school office or the Headteacher.

2. Registers and Attendance

- A full register of all club attendees must be shared with the school office at the start of each term.
- Providers must inform the school office immediately if a child fails to arrive at a session so that their absence can be followed up in line with safeguarding procedures.
- Any planned absences known in advance should also be shared with the school office at the beginning of the term.

3. Behaviour and Conduct

- Behaviour concerns should initially be managed by the club leader.
- Any serious incidents or repeated concerns must be reported to a member of the Senior Leadership Team (SLT) on the same day, so that these can be addressed in partnership with parents and staff.
- Expectations for conduct should align with the values of the Wittersham Way.

4. Use of School Facilities

- Facilities must be used respectfully and safely at all times.

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Compassion

Courage

Cooperation

- Any damage, breakages, or health and safety concerns must be reported to the Headteacher or the school office immediately.
- All spaces must be left clean and tidy after use, with any equipment returned to its correct place.
- A walkie-talkie must be collected from the school office on arrival to ensure direct communication with SLT and office staff while on site.

5. Safeguarding

- All providers must follow the Wittersham Church of England Primary School Safeguarding and Child Protection Policy, a copy of which will be provided.
- Any safeguarding disclosures or concerns must be reported immediately to the Designated Safeguarding Lead (DSL) team.
- External providers must ensure that all adults involved in delivering the club hold an enhanced DBS certificate, which must be shared with the school before the club begins.

6. Insurance and Qualifications

- Providers must supply a copy of their Public Liability Insurance (minimum £5 million recommended) before starting sessions.
- Where relevant, qualifications or training certificates (e.g. sports coaching, first aid) must also be submitted to the school.
- The school reserves the right to request updated documents at any point during the academic year.

7. Communication with Parents

- While the school may support communication, providers are expected to manage their own contact with parents about club reminders, cancellations, or specific requirements.

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- Any communication to be sent out via the school office must be approved by the Headteacher or the school office team in advance.

8. Session Cancellations or Missed Sessions

- If a session is cancelled due to illness or unforeseen circumstances, the school must be informed as early as possible so families can be notified promptly.
- It is the provider's responsibility to clarify with families whether missed sessions will be refunded or rescheduled.

9. First Aid and Medical Needs

- At least one adult delivering the club should be first aid trained, and providers are expected to carry their own first aid kit unless otherwise arranged.
- All accidents or injuries must be recorded and a copy provided to the school. Serious incidents must be reported to the Headteacher or office staff on the same day.
- Providers should seek medical or emergency contact details from parents directly, or confirm if they are held on file by the school.

10. Contact and Queries

We value the contribution of external providers in enhancing the experiences of our pupils and thank you for working in partnership with us. If you have any questions about the policy, please contact the school office or the Headteacher directly.