

**MANOR ROAD PRIMARY SCHOOL**



# **PERIPATETIC TEACHINGPOLICY**

**July 2020**





## **Manor Road Primary School Peripatetic Teaching Policy**

### **Rationale**

Children have a core entitlement in terms of the curriculum. At Manor Road, this is made as broad, relevant and memorable as possible. We aim to offer extra opportunities through various provision delivered by school staff and external providers, with a view to increasing the range of experiences that children have, enabling them to make informed choices and develop area of expertise and interest.

### **Aims**

By encouraging all children to join in extra activities, we aim to:

- Enable children to sample a range of activities and pursuits that may spark an interest or develop a talent which can carry forward to teenage and adult life
- Enable children to have fun and enjoy a broad range of activities
- Enable children to extend their enjoyment of particular areas of learning through more in-depth study and activity
- Encourage children to develop friendships between age groups and work together co-operatively

### **Enrichment Activities**

At Manor Road we offer a range of enrichment activities which are run by school staff and are mostly free of charge. We also offer a range of additional activities which are run by external providers and which carry a charge. Activities may include:

- Sporting activities
- Art Club
- Cookery Club
- Library Club
- History Club
- Music Tuition

### **Safeguarding & Child Protection and Health & Safety Considerations**

All providers should ensure that they are aware of:

- The school's Health & Safety Policy
- The school's Safeguarding & Child Protection Policy
- Emergency First Aid procedures and who the school's first aiders are
- The name and contact details of the school's Designated Senior Lead

- The procedures in the event of a fire
- The rules for moving around the school building
- Any additional needs, including medical needs, of children attending their club
- The school's expectations for behaviour
- The school's expectations of confidentiality

In addition, all providers must:

- Provide a DBS certificate prior to the start of the first session of the activity
- Complete and submit to school an appropriate risk assessment of the activity, prior to the club starting, where appropriate
- Sign in on arrival at the School Office and sign out and personally inform a member of staff when leaving
- Wear an identity badge throughout the activity
- Maintain an accurate register and follow up any absences immediately (See Appendix 1)
- Ensure that every child is handed over to their parent/carer or other responsible person at the end of the club.

The school will ensure that:

- DBS certificates are checked for each person running the activity prior to the start of the first session of the activity
- Copies of relevant policies and procedures are available for providers to read
- Risk assessments are in place prior to the start of the first session of the activity, where appropriate
- Providers with a responsibility for a sporting activity have at least an Appointed Person's First Aid qualification and know who the school's First Aiders are
- Providers are clear about the expectations of the school regarding their role
- There is always a member of the school staff on the premises whilst their activity is taking place

See Appendix 2

### **Charges for Enrichment Activities**

There may be a small charge for enrichment activities run by school, eg. for the Cookery Club; this will be made clear on any information given about the activity and is payable direct to school.

Outside providers operate their own charging policies and administer their own monies. Manor Road Primary School expects that all charges are made clear on any information given about the activity. Payments can be sent into school and will be passed on to the relevant provider.

Music tutors also operate their own charging policies and administer their own monies. Manor Road Primary School expects that all charges are made clear on any information given about the tuition. Payments should be made direct to the relevant tutor.

## **Complaints Procedure**

If the school has a concern about the provider, the Headteacher will raise this with the provider directly. If the matter remains unresolved, the provider will not be allowed to run their sessions.

If the provider has a concern they should raise this with the Headteacher. If this concern remains unresolved, they should approach the Chair of Governors.

If a third party, eg a parent, has a concern, they should raise this with the Headteacher who will attempt to resolve the situation. If the matter remains unresolved, the provider may not be allowed to run their sessions and the matter will be taken to the governing body.

Policy written by: Karen Marshall  
Policy adopted: July 2015  
Policy updated: June 2020  
Policy to be reviewed: As required





# MANOR ROAD PRIMARY SCHOOL

## PERIPATETIC ACTIVITY CHECK LIST



Name of provider: \_\_\_\_\_

Name(s) of individuals running the activity (if different from above)

\_\_\_\_\_

\_\_\_\_\_

STATEMENT	SIGNED (Provider)	DATE
<p>I have read the Peripatetic Teaching Policy and agree to adhere to all the guidelines stated therein.</p> <p>I have been provided with all information listed under 'Child Protection and Health &amp; Safety Considerations' as listed in the Peripatetic Teaching Policy.</p>		

### SCHOOL USE ONLY

DETAILS PROVIDED	SIGNED (for Manor Road)	DATE
CRB/DBS certificate seen and copy taken for our records		
Risk Assessment in place (where appropriate)		
First Aid certificate seen (where appropriate)		
Register provided		
Additional and medical details of children provided (where appropriate)		
Contact details explained		
Signing in/out procedure explained		