**SUPERVISION**

**Supervision during Extra-Curricular Activities**

**Arrangements for Keeping Records of Attendance**

Children in the EYFS do not normally participate in extra-curricular activity, however, older children often do. In this case, children are dismissed at the end of the day by their class teachers and they are then handed over to the Activity Leader. The latter keeps a register of those attending. From that point, the procedures for running a club apply.

**Supervision of Pupils Travelling to Matches, Venues and on Educational Visits**

**EYFS:** it is extremely unlikely that any EYFS or KS1 child will be travelling to a match at another venue. However, it is common practice for EYFS and KS1 children to participate in co-curricular activities such as Educational Visits. In such cases, the Educational Visits procedures will apply. Refer to **Educational Visits Policy.**

***LEADERS’ EMERGENCY REFERENCE CARD*** procedures must be followed at all times.

**KS2 and above:**

All Party Leaders should read the relevant sections of the Staff handbook and the Educational Visits policy in particular*,* before organising a trip.

The ratio of adults to children must be strictly adhered to. Similarly, the Party Leader must follow the guidance with regard to non-Weald staff adult help and DBS checks:

The adult: pupil ratio for a non-residential trip is as follows:

***EYFS 1 adult for every 4 pupils for under 5s***

***Years 1 & 2 1 adult for every 6 pupils***

***Year 3 1 adult for every 6 – 10 pupils***

***Years 4, 5 & 6 1 for every 10-15 pupils***

For all residential trips the ratio for Years 4-6 is always a minimum 1-10.

For groups of boys and girls there should be a teacher of each gender.

The ratios for overnight and trips abroad may also be affected by other factors such as the activities undertaken.

**EYFS outings will always be accompanied by suitably qualified staff and a paediatric First Aider.**

**TRANSPORT:**

Normally, an approved coach is booked to transport the children and staff to the venue. However, on occasions public transport is used, namely train/tube as children under the age of 11, can travel at reduced rates. On such occasions, Party Leaders may prefer to **increase** the number of accompanying adults over and above the normal adult: pupil ratio, although this is advisable, it is not a requirement. For local trips, parents may be asked to organise transport to and from the venue: see Educational Visits Policy.

Key resources:

1. Mobile phone and First Aid kit are compulsory.
2. ***Leaders’ Emergency Reference Card*** must be carried at all times by the Party Leader.
3. Children are to be in groups of 4 minimum
4. ***Leaders’ Emergency Reference Card*** procedures MUST be followed at all times
5. Photographic identity pictures must be carried by the Party Leader.

Occasionally, children may be dismissed at the end of the match or trip into the care of their parents or established carers. This is acceptable provided the parent/established carer is not amongst the number of adults required to accompany a trip as this will render the rest of the trip non-compliant.

DP: 0916