

Managing your Supplementary School/out-of-school activity

3 day course for supplementary schools

The purpose of this three-day course is to help providers of out-of-school activities for children prepare a **School Management Pack**.

The **School Management Pack** consists of

- A Welcome Pack for Parents
- Staff and Volunteer Handbook
- Management Committee Guide
- Safeguarding Policies and Procedures for all

Day One - prepare a **Welcome Pack for Parents**.

Safeguarding: Safeguarding statement; e-safety; code of behaviour

Day Two – prepare a **Staff and Volunteer Handbook**.

Safeguarding: Safe recruitment procedures; code of conduct for staff; Child protection; health and safety policies; off-site procedures

Day Three – prepare a **Management Committee Guide**.

Safeguarding: Accountability; risk assessment; training plans

The **Good Management Pack** will help you meet your local authority's **Section 11** requirements. It can also be your first step towards quality assurance and an **NRCSE Quality Mark**.

All schools completing a Good Management Pack following the course will be eligible to receive a quality assurance visit to confirm that they are meeting best practice guidelines.

The guidance is in line with criteria proposed by the Government for safe practice in supplementary schools. Funders and partners can be sure that supplementary schools completing the course successfully are well managed and understand safe practice.

Local authorities can use the course to meet their duties to understand the range of out-of-school activity and settings in their areas. The course provides the required appropriate and proportionate steps and will guide the organisations towards voluntary accreditation.

This course can also support supplementary schools seeking to develop the quality of their provision through the NRCSE Quality Mark scheme.

Cost: Full course for 10 organisations (10-20 participants) – **£1,350** (3 days @£450 per day) We can include school visits on course completion for all schools seeking quality assured membership of NRCSE; there may be additional costs for this.