



CReATIVE Education Provision

Peripatetic Teaching Policy

IWYS – It's What You Say – CIC Peripatetic Teaching Policy

Rationale

Children have a core entitlement in terms of the curriculum. At IWYS - It's What You Say - CIC, this is made as broad, relevant and memorable as possible. We aim to offer extra opportunities through various provision delivered by IWYS - It's What You Say - CIC 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 IWYS - It's What You Say - CIC we offer a range of enrichment activities which are run by IWYS - It's What You Say - CIC staff and are mostly free of charge. We also offer a range of additional activities which are run by external providers. Activities may include:

- Creative opportunities
- Maths Tuition
- Work Experience

Child Protection and Health & Safety Considerations

All providers should ensure that they are aware of:

- IWYS - It's What You Say – CIC Health & Safety Policy
- IWYS - It's What You Say – CIC Child Protection Policy
- Emergency First Aid procedures and who IWYS - It's What You Say – CIC first aiders are
- The name and contact details of IWYS - It's What You Say – CIC Designated Senior Lead
- The procedures in the event of a fire
- The rules for moving around the IWYS - It's What You Say - CIC building
- Any additional needs, including medical needs, of children attending their club
- IWYS - It's What You Say – CIC expectations for behaviour
- IWYS - It's What You Say – CIC expectations of confidentiality

In addition, all providers must:

- Provide a CRB/DBS certificate prior to the start of the first session of the activity
- Complete and submit to IWYS an appropriate risk assessment of the activity, prior to the club starting, where appropriate
- Sign in on arrival at the IWYS 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)

IWYS - It's What You Say - CIC will ensure that:

- CRB/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 IWYS - It's What You Say – CIC First Aiders are
- Providers are clear about the expectations of the IWYS - It's What You Say - CIC regarding their role
- There is always a member of the IWYS - It's What You Say - CIC staff on the premises whilst their activity is taking place

(See Appendix 1)

Charges for Enrichment Activities

On occasion, there may be a small charge for enrichment activities run by IWYS - It's What You Say - CIC, this will be made clear on any information given about the activity and is payable direct to IWYS - It's What You Say - CIC.

Outside providers operate their own charging policies and administer their own monies. IWYS - It's What You Say - CIC expects that all charges are made clear on any information given about the activity. Payments can be sent into IWYS - It's What You Say - CIC and will be passed on to the relevant provider.

Music tutors also operate their own charging policies and administer their own monies. IWYS - It's What You Say - CIC 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 IWYS - It's What You Say - CIC has a concern about the provider, the Head of provision 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 IWYS Directors.

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

Policy written by: Charmaine Baines – Director/Head of Centre

Policy review: June 2024

Policy to be reviewed: As required and in line with national education and safeguarding policies.

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 & Safety Considerations' as listed in the Peripatetic Teaching Policy.</p>		

IWYS - IT'S WHAT YOU SAY - CIC USE ONLY

DETAILS PROVIDED	SIGNED by IWYS - It's What You Say - CIC	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		