EAST DULWICH GROVE NURSERY
31 East Dulwich Grove, Dulwich, SE22 8PW
Email:management@edgnursery.co.uk
Website: www.edgnursery.co.uk
Tel: 02082999518/02086931504

EXTRA-CURRICULAR ACTIVITIES & EXTERNAL PROVIDERS POLICY

Policy Statement

EDG Nursery recognises that carefully selected extra-curricular activities can enrich children's experiences and provide additional opportunities for physical development, creativity, communication, confidence, wellbeing and learning.

Extra-curricular provision must have a **clear purpose and benefit for the children currently attending EDG**. Activities should complement the nursery curriculum and reflect what practitioners know about children's interests, development and next steps.

External providers enhance EDG's provision; they do not replace the role or responsibilities of EDG practitioners.

Regular extra-curricular provision will be reviewed to ensure it remains relevant to the **current cohort of children**, and parents/carers will be given opportunities to contribute their views and suggestions.

1. Purpose of Extra-Curricular Activities

Extra-curricular activities may provide additional opportunities to support:

- physical development;
- communication and language;
- music and movement;
- creativity and expression;
- confidence and self-esteem;
- coordination and gross-motor development;
- social interaction and turn-taking;
- cultural experiences;
- wellbeing; and
- children's emerging interests.

Activities should **enhance rather than replace** the high-quality experiences, interactions and curriculum provided by EDG practitioners.

EAST DULWICH GROVE NURSERY
31 East Dulwich Grove, Dulwich, SE22 8PW
Email:management@edgnursery.co.uk
Website: www.edgnursery.co.uk
Tel: 02082999518/02086931504

Provision should not continue simply because EDG has

2. Connecting Activities to Our Children

External providers must understand the children they are working with rather than delivering the same generic session regardless of the group.

Room Leaders and practitioners should communicate appropriate information about:

- the age and developmental stage of the group;
- children's current interests;
- relevant curriculum intentions;
- areas of development currently being promoted;
- appropriate next steps;
- the group's communication and engagement needs; and
- relevant SEND/additional needs and reasonable adjustments.

Providers should use this information to help make sessions **meaningful, engaging and responsive**.

For example, where practitioners know that children are developing balance, coordination, listening, turn-taking or confidence, these opportunities can be incorporated into an appropriate physical, music or movement session.

It is not expected that every child's individual next step will be taught within every session. However, there should be a clear connection between the experiences being provided and **what EDG knows about its children**.

Extra-curricular provision should fit the children - children should not have to fit a fixed programme.

3. Planning and Communication With Providers

A nominated member of management or Room Leader should maintain appropriate communication with regular providers.

Before and during the programme, providers should be given relevant information about:

EAST DULWICH GROVE NURSERY
31 East Dulwich Grove, Dulwich, SE22 8PW
Email:management@edgnursery.co.uk
Website: www.edgnursery.co.uk
Tel: 02082999518/02086931504

- the children participating;
- EDG's expectations;
- curriculum priorities and interests;
- safeguarding arrangements;
- behaviour expectations;
- SEND and inclusion;
- health and safety;
- mobile phone and digital-device restrictions; and
- any relevant operational arrangements.

Communication should continue throughout the programme.

Where staff identify that sessions have become repetitive, are not engaging children, are developmentally inappropriate or are no longer meeting children's needs, this should be discussed with the provider and management.

4. Staff Presence and Participation

EDG practitioners must remain **present, appropriately deployed and actively involved throughout extra-curricular sessions**.

The arrival of an external provider does not transfer responsibility for the children to that provider.

The provider's role is to lead the specialist activity.

EDG staff remain responsible for the children.

During sessions practitioners must:

- remain with the children;
- maintain appropriate supervision;
- actively support children's participation;
- model enthusiasm and positive engagement;
- help children understand and follow expectations;
- manage behaviour using EDG's agreed approaches;
- support turn-taking, listening and transitions;
- recognise and respond to children's emotional needs;
- support children who become distressed, dysregulated or disengaged;
- provide appropriate support for children with SEND/additional needs;
- monitor children's safety and wellbeing;
- communicate relevant information to the provider;
- encourage children without forcing participation; and
- intervene where an activity or practice becomes unsafe or inappropriate.

EAST DULWICH GROVE NURSERY
31 East Dulwich Grove, Dulwich, SE22 8PW
Email:management@edgnursery.co.uk
Website: www.edgnursery.co.uk
Tel: 02082999518/02086931504

Provider leads the activity - EDG staff sup[illegible]

External providers should not be expected to manage significant behaviour or know children's individual communication, regulation or behavioural strategies to the same extent as EDG practitioners.

Where a child is finding a session difficult, EDG staff must support the child rather than leaving the provider to manage the situation alone.

5. Behaviour and Expectations

Before and during sessions, practitioners should help children understand expectations in a way appropriate to their age and development.

Staff remain responsible for implementing EDG's approach to positive behaviour.

Practitioners should support:

- listening and attention;
- appropriate boundaries;
- sharing and turn-taking;
- safe use of equipment;
- transitions between activities;
- emotional regulation; and
- respectful interactions.

Children must not be labelled or excluded from activities simply because their behaviour is more challenging.

Where a child requires additional support, practitioners should consider what the behaviour may be communicating and provide appropriate support or reasonable adjustments.

Staff should follow EDG's **Behaviour Policy and SEND Policy**.

6. Staff Must Remain Engaged

Extra-curricular sessions must not be treated as an opportunity for staff to disengage from the children.

EAST DULWICH GROVE NURSERY
31 East Dulwich Grove, Dulwich, SE22 8PW
Email:management@edgnursery.co.uk
Website: www.edgnursery.co.uk
Tel: 02082999518/02086931504

Staff should not routinely sit at the side of the room, ho
paperwork or undertake unrelated tasks while the provider delivers the activity where this reduces their engagement or supervision.

Practitioners should observe how children respond because this provides useful information about:

- interests;
- confidence;
- emerging skills;
- friendships;
- communication;
- physical development;
- engagement;
- SEND/additional needs; and
- possible next steps.

This information can then contribute to future curriculum planning and evaluation of the activity.

7. Safeguarding and Suitability of External Providers

Children's safeguarding remains the priority during all extra-curricular provision.

Before a regular external practitioner begins working with children, management must complete appropriate suitability checks.

These should include, as applicable:

- verification of identity;
- an appropriate DBS check;
- obtaining and retaining the required DBS evidence/details in accordance with EDG's safer recruitment and data-protection arrangements;
- relevant qualifications or professional credentials where required;
- references/provider checks where appropriate;
- relevant insurance;
- safeguarding expectations;
- suitability/risk assessment; and
- any other checks appropriate to the role and activity.

EAST DULWICH GROVE NURSERY
31 East Dulwich Grove, Dulwich, SE22 8PW
Email:management@edgnursery.co.uk
Website: www.edgnursery.co.uk
Tel: 02082999518/02086931504

Management must determine the appropriate checks provider's work and their level of contact with children.

A provider must not automatically be considered suitable simply because they have worked at another nursery, have previously visited EDG or work for an established company.

8. Safeguarding During Sessions

External providers must be informed of EDG's safeguarding expectations.

If a provider has a safeguarding concern about a child, this must be reported immediately to the **DSL or Deputy DSL**. The provider must not investigate the concern themselves.

Any concern regarding the conduct or suitability of an external provider must also be reported immediately under EDG's safeguarding procedures.

Where required, management will follow the appropriate **Low-Level Concerns, Allegations Against Staff/Adults Working with Children, LADO or Whistleblowing procedures**.

EDG practitioners remain responsible for safeguarding and supervising children throughout sessions.

9. Mobile Phones, Smart Devices and Recording

EDG's **Mobile Phone and Digital Devices Policy applies fully to external providers**.

Personal mobile phones are **not permitted in classrooms, children's areas or communal areas used by children**.

Providers must follow EDG's arrangements for securely storing personal devices before entering these areas.

This includes personal:

- mobile phones;
- cameras;
- tablets;
- recording-capable smart watches;
- smart/AI glasses;

- wearable cameras; and
- other devices capable of taking photographs or making audio/video recordings.

External providers must not photograph, film or record children using personal equipment.

Any professional photography, recording or specialist equipment must be **specifically authorised by management in advance** and used in accordance with EDG's safeguarding, consent and data-protection procedures.

10. Inclusion and SEND

Extra-curricular activities should be inclusive and accessible wherever reasonably possible.

Children should not automatically be excluded because they have SEND, communication differences, physical needs or require additional support.

EDG staff and providers should consider appropriate:

- reasonable adjustments;
- adapted equipment;
- communication support;
- sensory adjustments;
- positioning;
- smaller groups;
- additional adult support;
- alternative ways to participate; and
- modification of an activity.

Relevant information should only be shared with external providers where necessary and appropriate.

EDG practitioners remain responsible for ensuring children's agreed strategies and adjustments are appropriately implemented.

11. Health, Safety and Equipment

Management must consider risks associated with an activity before it begins.

External providers are expected to:

- use appropriate and age-suitable equipment;

EAST DULWICH GROVE NURSERY
31 East Dulwich Grove, Dulwich, SE22 8PW
Email:management@edgnursery.co.uk
Website: www.edgnursery.co.uk
Tel: 02082999518/02086931504

- ensure their equipment is safe and fit for purpo
- follow EDG's health and safety procedures;
- maintain safe use of the environment;
- immediately report hazards, accidents or incidents;
- understand relevant emergency arrangements; and
- provide risk assessments or supporting documentation where required.

EDG practitioners must continue to monitor children's safety throughout the session.

12. Parent Partnership

Parental involvement is a key part of EDG's approach.

Parents/carers should understand the regular extra-curricular experiences being provided and have opportunities to contribute their views.

Before introducing a significant new regular activity, removing an established activity or making substantial changes to the extra-curricular programme, management should communicate with parents and seek their views wherever practicable.

Parents may be invited to:

- suggest activities;
- comment on existing provision;
- identify their children's interests;
- provide feedback;
- contribute ideas for future provision; and
- participate in surveys or consultations.

Parent consultation does not mean that every suggestion can be implemented. Management remains responsible for decisions regarding safeguarding, curriculum, suitability, affordability and operational feasibility.

However:

Parents should have a meaningful voice in the development of extra-curricular provision, rather than simply being informed after significant decisions have been made.

13. Monitoring the Quality of Provision

Room Leaders and management should periodically observe extra-curricular sessions.

EAST DULWICH GROVE NURSERY
31 East Dulwich Grove, Dulwich, SE22 8PW
Email:management@edgnursery.co.uk
Website: www.edgnursery.co.uk
Tel: 02082999518/02086931504

The fact that a provider has attended EDG for a long | demonstrate that the provision remains effective.

Staff should consider:

ENGAGEMENT → ENJOYMENT → INCLUSION → QUALITY → DEVELOPMENT → IMPACT

Questions should include:

- Are children engaged?
- Are they enjoying the experience?
- What are children gaining from it?
- Is the provider responsive to the children?
- Does it reflect their current interests and development?
- Are activities appropriately challenging?
- Are children with SEND meaningfully included?
- Is the provider responsive to feedback?
- Are EDG practitioners able to identify benefits for the children?
- What are parents telling us?

Concerns should be discussed with management rather than waiting until the annual review.

14. Annual Review of Extra-Curricular Provision

All regular extra-curricular activities and providers should be **formally reviewed at least annually**, and sooner where concerns arise or the needs of the children change.

The review should consider:

Review Area	Question
Children's experience	Are children enjoying and engaging with it?

Development	What are children learning or developing?
Current cohort	Does it still meet the needs of the children attending now?
Curriculum	Does it complement EDG's curriculum, interests and next steps?
Inclusion	Can all children meaningfully participate?
Provider quality	Is the provider engaging, responsive and reliable?
Staff voice	What are practitioners observing?
Parent voice	What do parents think?
Value	Is this still a worthwhile use of children's time and nursery resources?

Management should not automatically renew an activity simply because it has historically been provided.

Where another activity or provider would better meet the needs and interests of the current cohort, EDG should consider **changing, adapting or discontinuing the provision**, with appropriate parent consultation.

The question is not simply "Do we like this provider?" but "Is this still benefiting our children?"

EAST DULWICH GROVE NURSERY
31 East Dulwich Grove, Dulwich, SE22 8PW
Email:management@edgnursery.co.uk
Website: www.edgnursery.co.uk
Tel: 02082999518/02086931504

Related EDG Policies & Procedures

- Safeguarding and Child Protection Policy
- Supervision of Visitors Policy
- Mobile Phones and Digital Devices Policy
- Online Safety Policy
- Behaviour Policy
- SEND Policy
- Inclusion and Equality Policy
- Curriculum/Teaching and Learning Guidance
- Partnership with Parents Policy
- Safer Recruitment Procedures
- Health and Safety Policy
- Risk Assessment Policy
- Data Protection and Confidentiality Policy
- Low-Level Concerns Policy
- Allegations Against Staff Procedure
- Whistleblowing Policy

All policies contained within this handbook have been created in line with current legislation and statutory guidance. EDG Nursery reviews all policies annually and updates them sooner where changes to legislation, statutory guidance, and recognised sector best practice.