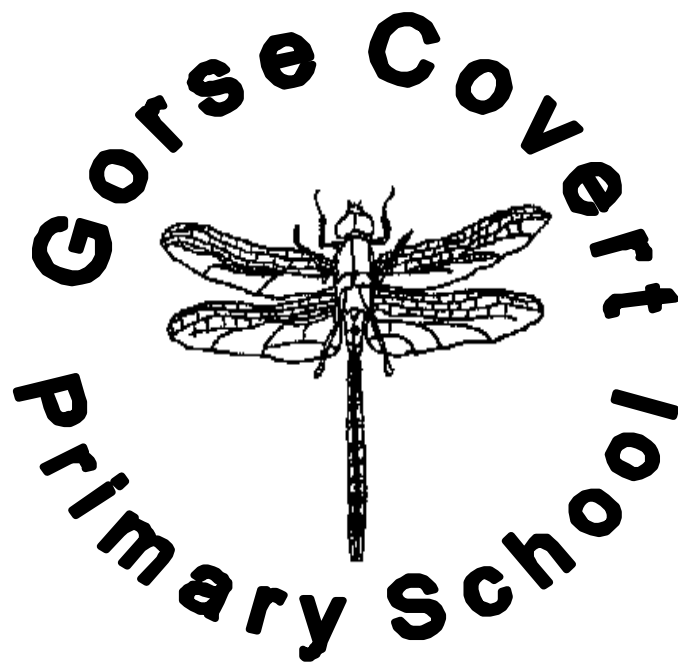


# After School Club Policy



Date: Jan 17

**This document sets out the responsibilities of all those concerned with organising and taking part in After School Clubs at Gorse Covert Primary School.**

The **Leader's** responsibilities are to: –

- Ensure that the children are appropriately supervised throughout the period of their attendance and at the end of Club meetings handed over to their parents/carers or given instructions on care of walking home.
- Promote acceptable behaviour by children by their own example.
- Ensure the health and safety of children attending the Club.
- Are aware and fully conversant of Health and Safety Procedures and Accident reporting as set out in the Policy.

The **Parent's** responsibilities are to: –

- Ensure that their child/ren are collected **promptly** at the end of the Club, from the designated area, and inform the School of change of collection.
- Ensure that any required payment is made on time.
- Ensure that staff are informed if their child will not be attending the club.

The **Children's** responsibilities are to: –

- Tell the Club leader if they need to leave the room/field for any reason
- Behave in the same way that would be expected of them during normal school hours

The **School's** responsibilities are to: –

- Ensure that a full risk assessment is carried out for all activities.
- Ensure that there is a member of staff present on the school premises during all Club activities
- Ensure that all Club staff have undergone the necessary checks for suitability to be involved in a Club for children
- Ensure that third party insurance is in place to cover the approved activities that are not organised by the School or are on behalf of the School.

### **Accident Procedure**

In the event of an accident occurring during a school club session, the following procedure should be followed:

1. Immediate action taken within health and safety guidelines to remedy the effects of the accident.
2. Seeking of further advice or support as deemed necessary.
3. Recording of the accident in the accident book.
4. Liaison following the accident with parents or carers and the Head/Office Manager

5. Consideration of the cause of the accident and ways in which it might have been prevented.

### **Equipment Maintenance**

Any damage, breakage, loss or area of concern should be reported to the Office/Maintenance Officer.

It is important that all equipment obtained is checked before use in the club by the leader. It should be:

- Appropriate for the age range;
- In accordance with British Safety Standards;
- In good working order;
- Safe for use with children.

Resources should be in line with the equal opportunities policy.

### **CHECKLIST FOR ORGANISING A CLUB**

- Obtain authorisation from Headteacher
- Carryout risk assessment
- Prepare letter to parents to include home time arrangements and reply slip and confirm this with Headteacher
- Send out letter giving a copy to Office first for information.
- Receive reply slips and create a register
- Give the register, slips and risk assessment to Office to keep in Club File.
- Take register at the beginning of club, check with Office for missing members
- Follow policy for behaviour, going home etc