



AFTER-SCHOOL CLUBS POLICY

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To enable After School Clubs to run as safely and enjoyably as possible for all concerned and as part of our affiliation to the Kent Children's University, new guidelines have been introduced and the policy set out below has been drawn up.

Children wishing to join clubs must have a slip signed by their parents to enable them to take part. Some clubs will have limited spaces. If the number of children wanting to join a club exceeds the limit, a waiting list will be set up and membership will be restricted to a term. Minimum numbers will apply for clubs to continue to operate.

POLICY

This document sets out the responsibilities of all those concerned with organising and taking part in After School Clubs at East Farleigh School.

The Club's responsibilities are to:

Ensure that the children are appropriately supervised throughout the period of their attendance and at the end of Club meetings

Promote acceptable behaviour by children by their own example

Ensure the health and safety of children attending the Club

A Register will be taken at the start of each Club

In the event of cancellation of the club at short notice children must remain in the responsible teacher's classroom for the duration of the club, and released in the agreed manner, unless verbal contact has been made with the parent / responsible adult and an alternative arrangement made.

All phone calls to parents must involve person to person contact. If a message is left it should be followed up with a return phone call wherever possible.

Release children in accordance with the "collection arrangements note" returned by the parent on the club permission slip.

Wherever possible all clubs will start and finish in the same week and at the same time.

Clubs will run from 3.20pm until 4.15pm

The Parent's responsibilities are to:

Enrol their child/ren by signed permission slip, to a Club of their choice, for a minimum of half a term

Ensure that their child/ren are collected promptly at the end of the Club and inform the Club leader when they leave with their child in accordance with the published collection arrangements

Ensure their child's attendance and inform the school immediately if they have altered the arrangement.

All Parents must be aware that if children are not collected as expected they will have been instructed to return to the school office and inform an adult and wait there.

Avoid "helping" other parents by collecting children they do not have responsibility for; without discussing this with the appropriate member of staff and contacting the appropriate parent from the office. The school cannot release the child without appropriate notification.

Acknowledge phone messages regarding clubs should they be received

Parents should have signed and returned a "collection arrangements" form and adhere to the collection options they have chosen.

The Children's responsibilities are to:

Tell the Club leader if they need to leave the room/ field/ garden area for any reason

Behave in the same way that would be expected of them during normal school hours

Attend regularly and inform the club leader if they are unable to attend.

Be aware that if an issue arises on the way home or they are not collected as expected they must return to the school office and inform an adult immediately.

They should not leave school with anyone other than the person who should be collecting them when they arrive.

The School's responsibilities are to:

Ensure that a full risk assessment is carried out for each activity.

Ensure that there is at least 2 members 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 Public Liabilities insurance is in place to cover the approved activities that are organised during the After School Clubs

To ensure a suitable First Aid Kit and access to a telephone is available during any After School Club.

In the event of cancellation of the club at short notice children must remain in the responsible teacher's classroom for the duration of the club unless verbal contact has been made with the parent / responsible adult.

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