

After School Club Guidelines

General

- Behaviour is expected to be outstanding.
- Children will co-operate/behave with any club leader as they would with a teacher.
- The school 'Golden Rules' apply.
- Children must get changed quickly and be responsible for their own belongings.
- Children are expected to commit to attendance at the club for the duration of the period for which they have signed up. Parents are expected to support this decision and refunds will not be given.
- School equipment may only be used with permission of the Club Leader.
- Any inappropriate behaviour will be reported to Mrs Evison or another member of staff who will inform the child's/children's parents if appropriate and the incident will be recorded in the Club Book. The "3 strikes in a term" rule applies, unless there is a serious breach of our behaviour expectations and then the child will be asked to leave the club with immediate effect.
- If a child is asked to leave a club for any reason then no refund will be given.
- If a child continually takes an abnormally long time to change, then parents will be informed, which may result in the coaching/club time being shortened, at no reduction in price.
- Parents must be prompt in collecting children. Club leaders must report any late collections to Mrs Evison, Mrs Davall or Mrs Suckling who will record the incident with the date and time of collection.
- Parents to collect from all clubs at the Hall door or The Dome if the club takes place there
- Parents must inform/indicate to the Club Leader that they are present to collect their child.
- No child is allowed to walk home by themselves unless the school has been informed.
- Repeated late collection of children could result in the child/children being excluded from the club.
- The school must be contacted asap if in an emergency the parent will be late in collecting.
- When collecting from a club please can parents use the 'one way system' and park in the road.
- Club Leaders must collect the register from the school office, record the attendance and return it to the school office.
- Club leaders must read and comply with the Child Protection Policy, Health & Safety Policy and Fire Procedures.
- Risk assessments to be completed by the Club Leader, given to the school and kept in the Clubs file.
- All Club Leaders must hold a current enhanced DBS (renewable every 3 years) and provide a copy of their insurance policy to the school

Medical

- Club leaders are informed of any medical information at the start of each term.
- A fully qualified first aider will be on the premises during after school clubs and should be called if needed. They will then carry out school procedures. There is a First Aid Kit in the Office, the link and the Children's kitchen area.