

St. Laurence C.E. (A) Primary School & Foundation School



After School Activities POLICY

Aims:

To enable children to develop to their full potential

To enable After School Clubs to run as safely and enjoyably as possible for all concerned, 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 half 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 St Laurence C of E Primary 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

The **Parents'** responsibilities are to: -

- Enrol their child/ren by signed 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

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

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

After School Activities 2015

- 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 Public Liabilities insurance is in place to cover the approved activities that are organised during the After School Clubs

Adopted and agreed by Governors

Signed Headteacher

SignedChair of Governors

Date:

Review Date November 2017