



| Risk Assessment for: After School Clubs | | | | | | |
|--|---|---|--|--|-----------------|--------------------------|
| Drafted by: N Summers & M Cross | | Approved by: Governing Body | | Dated: Autumn 2017 | | Review Date: Summer 2018 |
| What are the hazards? | Who might be harmed and how? | What are you already doing? | What further action is necessary? | Action by who? | Action by when? | Date completed |
| Parents not knowing if children are staying behind after school. | Children may go missing. | Children can only attend an after-school club if we have consent from a parent. | We will continue with this procedure. | Letters to go home with regard to each club. | Ongoing | N/A |
| Parents not knowing that a club has been cancelled. | Children may not be collected and may go missing. | If a club is cancelled at short notice then our office staff will contact parents to make them aware. Text Messages will be sent out to inform the parents. | We will continue with this procedure. | Office staff to continue to ring parents if necessary. | Ongoing | N/A |
| A child not returning home after the club | Children may be in danger. | We include a slip on all after-school club letters asking parents whether their children will be collected or will make their own way home. This means that parents are aware of the arrangements and know what time children should arrive home. | We need to continue to maintain these procedures and ensure that children are aware that they should return home straight away if they have parental consent to travel home independently. | All adults running clubs to remind children of the expectations. | Ongoing | N/A |
| An accident during the club. | Children may be hurt. | School has more than 12 staff who are First Aid trained and school phones available for staff. | None at present. | N/A | N/A | N/A |
| Children leaving the premises safely. | Children may be hurt. | All children are supervised by the adult leading the club and the children leave the building by the arranged exit. | None at present. | N/A | N/A | N/A |