

Woolenwick Junior School After School Clubs Policy V2

Policy Name	After School Clubs
Created by	Catherine Shadbolt / Mike Crabtree
Responsibility of	School Improvement
Reviewed by	MC
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Cycle	4 years
Approved by Full Governing Body / Sub committee / individual governor (please place name in box)	Individual Governor Catherine Shadbolt
Policy will be published	Website

Version History

Version	Amendments	Date	Author
V1	Original document	October 2011	MC / CS
V2	Review	October 2015	MC

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/carers 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. A minimum number of children will need to apply for a club to operate.

POLICY

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

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 ensuring they are collected by an appropriate adult.
- Promote acceptable behaviour by children by their own example
- Ensure the health and safety of children attending the Club

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

- Enrol their child/ren by signing a slip, to a Club of their choice.
- 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
- Pay any monies due for the club in advance.

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: -

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