

**St Giles CE Primary School**  
**Policy on Out Of School Hours Activities**

**Aim of Policy:**

To ensure the safety of all children on the school premises after school.

**CRB checks for Visiting Coaches**

- The school will ensure that all visiting coaches have the required CRB check

**School Security**

The security measures that are in place during the normal school day will still be in operation for after school clubs i.e. doors will be locked and visitors will gain entry by buzzing at the front entrance.

**Administration of After School Clubs**

- A letter will be sent home outlining the clubs on offer for pupils to apply for.
- All clubs are now chargeable.
- Places will be confirmed in writing.
- If oversubscribed, a ballot will be drawn or places will be given according to preferences given and if the pupil has taken part in the oversubscribed club previously.
- Parents will be informed of any changes to club dates

**The Role of the Club Leader:**

- The club leader will take a register at the beginning of the club. If a child is not present and no explanation has been given, the office / headteacher will be alerted.
- If wet clubs will be held in the school hall.
- Children may leave the club to go to the toilet unaccompanied, but it is the responsibility of the Club Leader to ensure that they return within a reasonable time
- Children who misbehave during a club should be given a warning; if they continue to misbehave they should be sent to the Headteacher; in the absence of the Headteacher, a Classteacher will have been asked to take on this role
- To ensure that pupils are collected at the end of the club (or walk home only if prior permission has been given)

**The role of the children**

- Children will commit to attending the after school clubs for the full term.
- Children are responsible for getting themselves from their class to the club. The school will not be responsible for reminding the children.
- Pupils will be expected to follow the behaviour rules according to the standard school day.

**The Role of the Parents:**

- Parents will support the school in ensuring that their child attends and remains committed to the clubs of their choice for the full term.
- All children must be collected by a parent/carer at the end of a club or permission given by the parent if they are going to walk home on their own.
- Parents will inform the office if their child is going to be absent from a club for any reason.
- Ensure that siblings of any child who is attending a club are picked up at 3.15pm as usual and not left unsupervised until clubs are over (the school cannot provide supervision for them at this time).
- If your child is not attending a club but is going home with a child who is attending a club, then s/he may not attend the club on a one-off basis and supervision must be arranged for your child from 3.15pm.

**Cancellation of Clubs**

- If a Club Leader has to cancel a club for any reason parents will be contacted by Parentmail.

**First Aid during Club Time**

- A qualified First Aider will be present every day during club time.

*September 2013*