



St Thomas C E School

After School Clubs

The purpose of this policy is to:

1. Ensure that the children are safe during an after school club; and
2. Ensure that the club is well organised so that risks of harm, unnecessary worry and poor management, which can compromise a child's safety, are eliminated.

★ The Headteacher and senior members of staff must be aware of the clubs that are taking place after school. No club can be set up unless it has had the approval of the Headteacher.

★ The School Administrator must be aware of the club so that appropriate information can be sent out to the parents and the staff helpers involved.

★ In the setting up of the club by the school or FOST a minimum of 10 days notice must be given to parents. In this way all forms can be brought in and processed by either the School administrator (school organised clubs) or by FOST (FOST organised clubs.)

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★ Parents must give, in advance, signed permission for their children to attend the club. Any child who turns up at a club and has not had signed parental permission will be refused admission to the club.

★ There will be a list of members of the club issued by the School Administrator and made available to the person in charge of the club.

Please note: The School Administrator will only compile lists of members for school clubs not clubs run by FOST.

★ FOST members must in accordance with this policy compile a list of members for the movie club.

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★All deadlines for returning forms for clubs, including the Movie Club etc run by FOST, must be adhered to, so that appropriate staff/ helpers can be present and in the case of the Movie Club, the correct amount of refreshments can be ordered. These deadlines are specified by FOST in the club invitation letter.

★No child will be admitted to a school club if they bring their form in after the set deadline, as their name will not be on the list and they will not have been accounted for in the preparation of the club. i.e. ratio of adults to children, which then becomes a safeguarding issue.

★ The list should be used like a register and any child who is not present at the club when they should be will be, questioned as to why they did not attend.

★ If a child is absent on the day of the club, parents need to inform the school that they will not be attending the club.

★ If a child decides that they do not want to participate in a club anymore, a letter must be sent from the child's parents stating that their child does not want to continue with the club.

★ If the club is to be cancelled due to bad weather, staff illness etc. then an email will be sent out no later than 1.15 pm on the day of the club to advise of the cancellation.

★ Any child who does not behave or adhere to the club rules will be asked to leave and their parents will be informed of the reason for the exclusion.

★ If children are to be collected after a club this must be done at the specified time.

★ If children are walking home after a club, a letter/email must be sent to the school (see walking home policy)

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★All adults running a club must be DBS checked.

Signed

Mrs Cf Manser Head Teacher