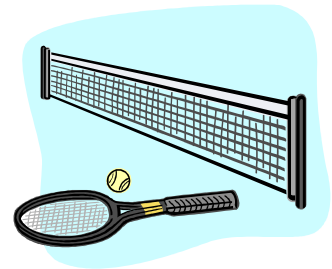




LYNEHAM PRIMARY SCHOOL

## PARENT POCKET GUIDE

# AFTER - SCHOOL CLUBS



## **After School Club Protocols**

### **General information**

Most of our clubs are very popular and some less popular. Please see list of current clubs with minimum and maximum numbers/group. These vary in line with the activity and adult to child ratios. Some clubs will change through the year for a range of reasons, e.g. seasonal, availability of staff. Oversubscribed clubs may close after running for several terms and re-open with new children to give more children a chance to participate.

All staff are first aid trained, x 2 are paediatric trained and there is always someone in the building who is first aid trained other than the club leader. All club leaders have the appropriate CRBs and safeguarding training.

A risk assessment for the clubs held after school is in place and individual ones as appropriate.

### **Safeguarding officers Mrs Salter and Mrs McFarlane**

- Keep risk assessment for clubs current as clubs change and if needed do 1:1 risk assessments
- Ensure all club leaders have appropriate DBS check and safeguarding level 2 training
- Monitor with senior leaders, access and inclusion
- Collate data on how many children attend clubs and from which groupings.

### **School Office**

- Club advertised with closing date for applications and maximum and minimum numbers - applications cannot be accepted after the closing date.
- Parents return combined application & permission slip to the office.
- Children added to club register and waiting list in the order that applications are received.
- At the end of the application period a decision will be made if there are enough applications for the club to run.
- Parents will be sent written confirmation that the club will or will not take place, whether their child has a place or is on the waiting list for the club and full starting details.
- If children are on the waiting list, parents will be informed when a place becomes available.
- Club registers with contact and medical details will be kept in the club folder in the office for club leaders to collect.
- Club leaders will monitor the registers and if children miss sessions without a good reason they may lose their place at the club - parents will be informed of this in advance.

## Parents

- Please do not send your child to clubs if they are ill or injured - for safety reasons they will not be allowed to take part and we will need to call you to collect them.
- Please ensure that your child has the appropriate clothing and footwear to participate safely in the club activity (e.g. PE kit, trainers, track suits for cold weather).
- When your child is ill and not in school and you ring to inform the office, please let us know if your child is in a club on that day and which club it is.
- Please collect promptly from **the club collection point**. **PERSISTENT LATE COLLECTION WILL RESULT IN YOUR CHILD BEING UNABLE TO ATTEND THE CLUB.**
- ALL club members, i.e. the children must follow our school behaviour rules and values. Persistent behaviour incidents could lead to exclusions from the club.
- Please make sure you sign out your child at the end of every session.
- Please update contact details, medical information and arrangements for pick up if any changes occur
- **Children must not walk home alone after clubs**

## All Teachers

- Please ensure you are familiar with the list for your class of which children attend which after school clubs on which day.
- Please let the club leader know if one of your class is absent and unable to attend the club.
- Upper school children to be released to go to club collection point unescorted.