



Policy for After School Clubs and Activities

To ensure the safety and well-being of all pupils, the following expectations need to be met:

1. Risk assessment to be completed and handed to Mr Burnard one week prior to club starting.
2. The children taking part are the responsibility of the activity/club leader.
3. DBS check to be produced for all adults running or involved with the Club or activity.
4. Ensure permission form received from parent/carer with contact details.
5. Activity Leader will ensure that all children are collected or, in the case of children in KS2, that parent/carer has given permission for them to walk home alone.
6. Register to be taken each week and in the case of children from KS2 notify the office of any children missing (unless previously advised that not attending that week).
7. Register to be provided to the office and updated as necessary (half termly/termly).
8. Activity Leader to notify parents/carer in the event of cancellation or time change, school office also to be informed.

Adopted Date: 10 January 2017

Review Date: January 2018