



*Executive Principal: Mrs M. Thompson*

*Head teacher: Mrs M. Lochhead*

# School Policy

## After Schools Club

**Co-ordinator Debbie Fitton**

Adopted by Governors in January 2018

Signed by the Chair  \_\_\_\_\_

To be reviewed in January 2019

### **Protocol for After-School Clubs at Hawthorns School**

- Letter sent out to parents providing information and cost of the club
- A list of participants will be given to the School Bursar to set up ParentPay for payment for clubs.
- Permission must be given by parents/carers
- Appropriate staffing ratio- consider needs of each child
- Staff briefed about children they are unfamiliar with-healthcare plans and behaviour
- At least one member of staff must be first aid trained
- A register must kept for each session. A register should also be given to the receptionist and Bursar.
- Girls and boys change separately and are fully supervised
- Staff monitor and supervise at all times. Group/seat children according to needs. Follow individual behaviour plans- children may be removed from an activity or made to sit and watch if behaviour is a concern.
- Staff will contact parents to collect their child before the end of the club if there are serious behaviour issues. Children can be banned from the club for a set number of weeks until behaviour improves.
- Supervise in toilets
- Ensure parents/carers sign in and out when collecting their child.
- Staff must ensure children only go home with familiar adults. Always check if unsure.

Updated January 2018