

Specific obligations for Extra Curricular Club Leaders/Adults

Responsibilities and expectations:

Punctuality / attendance:

Clubs start punctually at:

- Lunchtime- either 12.25 or 12.45 depending on year group
- Afterschool clubs 15.25
- Club leaders need to arrive on time, for the start of the club, allowing time to set up any equipment and finish the club at the agreed time
- If for any reason you are unable to carry out the club, contact the school office ASAP, in order for alternative arrangements to be made

Supervision:

- Children must meet, register and be supervised while changing (if necessary), in the space designated for the club
- One adult must remain with children at all times, during the club
- Children are the responsibility of the club leader throughout the time of the club

Dismissal:

- Ensure all children are changed and ready to be dismissed at the correct time
- Ensure all children leave the area together, to go to the dismissal point
- Remain with children until they are collected by parent/carer
- Report, to the office, any children not collected

Attendance:

Registers must be:

- Collected at the start of the club
- Returned to the office at the end of the club
- Completed to record attendance

Food/snacks/treats:

- No food/ drinks/ treats are to be given to any children
- Children may only eat snacks that they have brought to the club
- No food is to be shared amongst children – ensuring any food allergies are adhered to

Equipment / Resources/ Space:

- Return any equipment used to its correct storage area and leave tidily
- Report any broken/damaged equipment to the school office
- No school/classroom resources are to be used, without prior permission
- All rooms/spaces must be left tidy, clean and furniture is returned to its original position

Behaviour:

- Club leaders are responsible for promoting and modelling positive behaviour
- Unacceptable behaviour, should be shared with parents/carers and the school staff
- Children are expected to follow our school behaviour expectations, demonstrating, Love, Compassion and Respect at all times

Special medical and education needs:

- Club leaders will be made aware of any special medical/education needs within their club (if parents have given agreement)
- It is the responsibility of the Club leader to make themselves familiar with these needs and adapt activities as appropriate. As an inclusive school, all children have a right to extra-curricular clubs and full participation in the activities on offer
- If a child requires an additional adult to enable them to attend a club, a conversation needs to take place between the club leader, parents/carers and school

Risk assessment:

- A risk assessment is needed for each club detailing activity, risks, and actions to minimise risk

Emergency - medical/evacuation:

- The emergency cards listed below are displayed in every room in the building
- In an emergency the card should be taken to the school office either by another adult or a sensible child, with the details of which club / location/ child's name
- It is the responsibility of the club leader to identify the location of these cards

Emergency cards:

- A Red emergency card - adult assistance required immediately
- Green Anaphylaxis cards - EpiPen needed (an ambulance will be called)
- Emergency – First aider needed

Evacuation:

- It is the responsibility of the club leader to be familiar with the fire procedures, the nearest call point, the closest fire exit and the meeting point.
- If the fire alarm rings:
 - Leave the building immediately
 - Check all children have left the room
 - Use the closest emergency exit
 - Assemble on zone 3 with the attendance register
 - Do not re-enter the building until it has been confirmed as safe