



## Woodmancote School Before and After School Club Agreement

### Safety and Security of Children

The safety and security of children attending our club is a very important matter and everyone concerned has a part to play. This policy has four parts setting out the responsibilities of everyone involved with the club; parents, guardians, children and staff.

#### **1. Responsibilities of parents/guardians**

- Making sure that the contact details they have provided to the club are correct and that the Play leader is told about any changes.
- Notifying the Play leader if their child/ren will be arriving late for the club for any reason, e.g. after school activities.
- Notifying the club if their child/ren are not attending for a booked session for any reason. Please note that refunds cannot be given for cancelled sessions.
- Letting the Play leader know during a session if they anticipate being later than planned in collecting their child/ren.
- Letting the Play leader know if they have any concerns about their child/ren relating to the club.
- Gaining access to the building to collect their child/ren ONLY via the designated entrance and not asking children or other parents/guardians to let them in.

#### **NB. Messages can be left with the school office for the Play Leader**

#### **2. Responsibilities of children**

Children are responsible for listening to club staff when they are told which parts of the school they may play in because this may be different on different days. For example they may not be able to play out on the field every day.

Children must not leave the area they are playing in without telling a member of the club staff.

Children must treat all other children and staff with respect and follow all instructions given to them by staff.

Children must not open the outside doors to let in parents or anyone else, even if they are known to the children.

#### **3. Responsibilities of Club staff**

Club staff are responsible for:

- Checking with the school office whether any messages have been left about non-attendance.
- Ensuring children play in a safe way and do not take unnecessary risks while attending the club.
- Recording any incidents or accidents that may occur accurately, and discussing these on the same day with the person who collects the child concerned.
- Ensuring that at all times at least one member of the club staff is aware of the whereabouts of each child during the session.
- Only handing over a child to a responsible person named by the parent/guardian on their contact sheet
- Recording the time the child leaves in the register.