



After School Club

Escort Procedure of Children from Classroom to Club

Procedures

A register will be given to each class teacher listing the children attending the Club, and they will be responsible for the children until they are collected by a member of Aftercare staff at 3.25pm. The School's Admin Staff ensure that copies of the registers for that day will be given out at 3.00pm for distribution to class teachers and Aftercare Managers.

If a child is coming to the setting by last minute arrangement with the school, then his or her name will be added to the register that the Aftercare Staff hold. Admin staff will add them to the Parent's Signing In/Out Sheet.

In order to maintain appropriate staff ratio's After Care staff are unable to escort the children to and from other clubs/classes on the school premises after school. Therefore it is the responsibility of the member of staff supervising or delivering the club/class to escort children to the Aftercare setting and ensure the staff are aware of the pupil's arrival.

Reviewed January 2017

To be reviewed January 2018