

“A cord of three strands is not easily broken”

Ecclesiastes 4:12



Weeting Primary School External Clubs' Policy



Date written: February 2025

Due for review: February 2028



Weeting Primary School recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care to externally led, after school provision.

The lead adult for the club will ensure that an accurate record is kept of all children in the club, and that all arrivals/departures are recorded on the register. The register is kept in an accessible location on the premises at all time.

Escorting children to the club

- The club and school have a clear agreement concerning the transfer of responsibility for children's safety, which will commence at 3.15pm.
- The route used to escort the children to the club has been risk assessed and is reviewed regularly.
- The club keeps the register of children who requires escorting. The club leader uses this to collect children from classrooms.
- All children will be escorted from their classroom to the hall by the club leader at 3.15pm.
- If a child is booked into the club, but is not present, the class teacher will inform the club leader of the absence. The club leader will update the register with this absence.

Arrivals

- Children will be greeted warmly by the club leader and will walk quietly, and in a line, to the hall.
- They will sit on the benches in the hall whilst the club leader marks attendance on the register.

Departures

- All children will wait in the main reception area and wait to be called to come to the main door by the club leader.
- The club leader will ensure that children are handed directly to their designed adult and record this on the register.
- Children are only collected by an adult who has been authorized to do so on their registration form.
- In exceptional circumstances, if the parent requires another person who is not listed on the registration form to collect their child, the child's parent/carer must inform the school in advance and provide a description of the person and a password that they will use. If the club leader has any concerns regarding the person collecting they will contact the main parent/carer for confirmation.
- The parent/carer must notify the school if they will be late collecting their child. If the school is not informed, the Child Not Collected Procedures will be followed.
- Children in Year 6 will only be allowed to leave the club alone at the end of the session if one has been agreed with the child's parents and their written consent has been received by the school.
- Children in younger year groups will not be allowed to leave the club unaccompanied.

Absence

- If a child is going to be absent from a session, parents must notify the club provider in advance.