

St James Park | Stadium Way

Exeter | Devon | EX4 6PX

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Exeter City Community Trust Afterschool Clubs Policy

This document sets out the responsibilities of all those concerned with organising and taking part in Afterschool Clubs in conjunction with Exeter City Community Trust. Exeter City Community Trust will ensure all coaches have been DBS checked and completed an induction process, to include safeguarding, first aid and equality training.

The Coaches' responsibilities are to:

- provide a happy, enjoyable and secure environment where parents and carers feel confident to leave their children
- provide positive social, physical, intellectual, creative and emotional experiences for the children, irrespectively of race, gender, creed, nationality or level of ability
- ensure that the children are appropriately supervised throughout the period of their attendance and at the end of Club meetings
- inform the school office immediately if there are any unexplained absences from the club
- ensure they have the full details of children attending the club, including any relevant medical conditions and phone numbers of parent and keep them secure
- promote acceptable behaviour of children by their own example
- report and monitor any bad behaviour and inform parent and school
- ensure the health and safety of children attending the Club
- ensure the children are handed over safely to a parent/authorised person at the end of the session and signed out
- ensure their risk assessment is detailed and accessible to parents and the school
- ensure all coaching staff are trained to follow the appropriate action if there is an accident.

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The Parents' responsibilities are to:

- enrol their child/children by completing an online booking form for a Club of their choice, for a minimum of a term (unless agreed otherwise with Exeter City Community Trust). Children will not be able to turn up on an ad-hoc basis
- ensure they inform the school or email the following addresses if their child is unable to attend the after school club: email ben.watson@ecfc.co.uk
- ensure that their child/children are collected promptly at the end of the Club, from the appropriate area, and sign their child out
- contact the school if their child is being picked up by another adult
- accompany any key stage 1 child to the Club
- be aware that Club coaches or the school cannot be held responsible for any accidents or incidents occurring to their child providing a rigorous risk assessment has been carried out
- advise of any changes to medical information.

The Children's responsibilities are to:

- tell the Club leader if they need to leave the field for any reason
- behave towards coaches and others in the same way that would be expected of them during normal school hours
- cooperate fully with coaches' directions at all times.

The School's responsibilities are to:

- inform Exeter City Community Trust of any issues which may affect the risk assessment which is carried out for all activities
- provide a member of staff present on the school premises during all Afterschool Club activities,
- liaise with Exeter City Community Trust, informing them if any children are away or to be collected by anyone else
- inform parents if the Club will not take place for any reason
- act on reported bad behaviour to achieve an outcome which benefits child, parent and school.

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Accidents

Our staff will make every effort to keep the child/children safe; however from time to time accidents will occur. Initially there will be a check to see if the child can move. Depending on the injury, a coach may move the child indoors and contact a parent. If there is any doubt about the injury or that harm could be incurred by movement, an ambulance will be called. The parent will be contacted immediately. If the child requires hospital treatment and the parent is unable to attend quickly, then any decision about medical care will be taken by medical staff.

An accident report will be completed and shown to the parent. The parent will be asked to sign the accident report form to show that they are aware of the injury. Signatures will also be required from the school and coach.

Illness

Parents should not send any child to the Club if they are ill. The school should be informed.

If a child becomes unwell during the course of the session the parent/guardian will be contacted. Please make sure that Exeter City Community Trust staff are updated on any changes to contact telephone numbers.

Behaviour

Children will be expected to behave in line with the school policy. Bad behaviour will be reported back to parent and the school. If a child repeatedly demonstrates bad behaviour this will result in a meeting with school, parent, child and coach to discuss achieving an outcome which will benefit all involved moving forward. Please be aware the outcome may be that the child is withdrawn from the club.