

These guidelines were formulated at a School Development Planning Day on 3.11.10.

This policy was reviewed on 14.01.15

- Contact numbers for parents/guardians/carers should be readily available to the teacher in charge of the activity/club
- An attendance sheet should be completed for each session
- When first aid needs to be administered it should be done in a public area with other people present
- There should always be another adult available on call
- Where possible teachers should arrange after school activities at a time when another teacher will be present in the school
- There should be a maximum ratio of 20 pupils per adult. For School Completion activities this ratio is 8 pupils per adult.
- Permission slips should be signed by parents/guardians for all after school activities
- If a pupil is not collected after an activity within a reasonable time the pupil may not be able to attend future sessions

These guidelines are subject to review