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Europa School UK After school activity Protocol

Version and Date		Action/Notes
V1	2020	new policy
V2	July 2023	updated for CPOMS
Review Date September 2024		

The after school activity coordinator is Georgie Neville.

Georgie is the joint deputy Designated safeguarding lead for the school.

All after school activity leaders must have an enhanced DBS check prior to leading an after school activity course. All allegations against staff must be reported to the Principal of the School.

All after school activity leaders will have generalist safeguarding training (level 2).

Only pupils of Europa School UK can participate in our after school activities.

Any safeguarding concerns will be reported to the after school activity coordinator. All concerns about children will be reported on the school's safeguarding platform CPOMS and will be investigated thoroughly. This could include contacting parents or making a referral to MASH.

The after school activities manager will be supported on the school premises by the Principal during the activity time 4-5pm Monday to Thursday. Cover arrangement will suitably qualified activities manager will be organised in case of absence.

Parents who enrol their children for any after school courses agree to abide by the Protocol below.

Europa School UK parents whose children take part in the extra-curricular activities both on the school premises and off-site understand that:

- you need to inform the school office of the enrolment of your child in a certain club and inform the office of any changes in the schedule;
- details of any medical condition which could affect the safety of their children and others must be disclosed to the teacher of the club;
- with the enrolment of your child in an after school activity you allow the school to hand over your child to the teacher of that club at the end of the day;

- the Europa School has the right to exclude at any time (either temporarily or permanently) pupils that misbehave or wilfully ignore instructions for the safety of themselves or others, or indulge in any form of inappropriate behaviour without a refund;
- Public Liability insurance is provided by the School or organiser of the club, together with limited personal accident and medical expenses cover;
- control over own personal belongings and insurance of personal property remains your responsibility;
- punctual delivery and collection of their children before and after the activity is your responsibility, and you have to check before whether anything is organised for the club in question;
- supervision and safety of children is paramount and will be provided by the Europa School outside the times of the courses themselves in case of late arrival due to traffic issues or emergencies.
- accepted application forms are binding for one term and refunds cannot be made;
- courses will only be run if there is sufficient demand.