**St Michael’s Primary School Protocol for setting up an after school club.**

The protocol for setting up an after school club is as follows:

* Please check that the person has a DBS (Disclosure and barring service).
* Please check that they have the relevant insurance that will cover our children.
* Please inform them that we have a letting and behaviour policy that they will be provided with when the club is approved. (These can be found on our website.)
* Please make sure the Register of interest for running an after school club is completed. (This can be found on our website)
* Please bring all the information to the Club Co-ordinator ( Sarah Dance)
* The information will then be taken to the Head teacher for approval who will consider the request in line with our current provision and need.