

Little Runners and Little Ealing After School Club Procedures

- Sign in at reception.
- Collect registers and radio from Little Runners.
 - Check if there is anything you need to be aware of.
- Collect equipment from the PE shed.
- Set up in allocated location (small hall or far playground).
- Wait for Little Runners staff to drop off children – Year 4 and above make their own way
 - Check each child on the register has been dropped off by Little Runners Staff.
- Take the register.
- If a child does not show up – radio Little Runners to make them aware.
- Children can go to the toilet alone, make sure they know to come straight back.
- You should have a first aid kit with you if you are first aid qualified – can pick up one from Little Runners. ANY first aid administered needs to be reported to Little Runners at the end of the session. For serious first aid incidents, radio Little Runners.
 - In the event the radio does not work, send two older/responsible children to Little Runners for help.
- At the end of the session – identify which children are going home and which children are going to Little Runners.
 - Little Runners - Ensure you register the children with a member of Little Runners staff and note down on your register who has been taken in by Little Runners.
 - Take the rest of children to the gate where a member of Little Runners will be standing by the gate and will help you with dismissal. Dismiss each child one by one, ensuring they have identified who is taking them home. Tick off the child on the register that they have been collected.
 - Walking home alone – Little Runners will have this information.
 - Uncollected child – Talk to Little Runners, they should take the child until collected. This ASC runs through Little Runners.
- Return equipment to the PE shed, ensure you hand back the register and radio to Little Runners, and don't forget to sign out!