

NOVUS Sports Development Clubs
Plans & Procedures 2023/24

Before arriving at club

- Ensure first aid has been collected from the office if required for your club
- Prepare equipment and area for the session
- Check the working area is safe for use and clear of any hazards (same as RA)
- Be aware of collection details for children in your club
- Ensure children walk any bikes/scooters to their clubs (and after) and leave them in a safe space out of the way of clubs

During club

- Take the club registers
- If there any absences, please call the school office to inform them*
- Children may have a small snack whilst they are changing
- Ensure children have all their belongings tidy and kept in a safe place away from the working area
- Ensuring the clubs are fun and a safe space to learn new skills, whilst maintaining our high standards throughout

*Any pre arranged absences communicate by parents to Alex Starkie will be relayed to the team prior to club start.

After club

- A smooth, calm pick up transition with all belongings in the designated collection area
- Any issues during club reported back to parent/guardian
- Any issues reported have to be relayed Aaron Fowler/ Team Leader via phone call
- Aaron/Team Leader to inform office at the most suitable time dependent on nature of issue