



After School Activity Leader Application

Update February 2020

The following criteria will be used to assess the activity:

- Available premises
- Alignment to school values
- Complimentary to the school curriculum
- Student health and wellbeing
- Inclusive and equal accessibility

Today's date	
Name of activity	
Name of activity leader and additional teacher(s)	
Activity leader contact information (email and telephone number)	
Description of the activity	
Maximum number of students who can attend (music max. 5, classroom max. 20)	
Premises required	
Wi-fi access required	
Will a fee be charged? If so, how much and what does it cover?	
Activity schedule and time (days of the week, time of day, and amount of sessions)	

Emergency Procedures while on school premises:

All activities leaders are responsible for the children in their care during the activity time.

Evacuation

Locate the fire exit plan located in each room near the door. In case of evacuation due to an alarm, accompany the children to a meeting point outside the school. Make sure the room is empty and close the door. Call emergency services number: 112.

Injury

Move children away from the injured person and any dangerous objects or materials. Call emergency services number: 112 if necessary. Call the child's parents. Locate the first aid station and the heart defibrillator in the campus staff room.

Nuts

All foods containing or having contact with nuts or sesame seeds are strictly forbidden on school property.

I have read and understood the above information about safety and security at ISGR. I have read and understood the responsibilities of the activity leader.

Date:.....

Name:.....

Signature:.....

Additional activity leaders: _____

To be completed by the school	
Police check completed and attached	<input type="checkbox"/> Yes Date: <input type="checkbox"/> No
Police check completed for additional teachers	<input type="checkbox"/> Yes Date: <input type="checkbox"/> No
Read and signed the emergency procedures.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approved by ISGR school leadership.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allocation of premises	
Keys	
Guest wi-fi access provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name badge	