



After School Clubs – Policy Statement

Headteacher:	Debbie Calvert	Date reviewed:	Jan 2022
Responsible Governor:	Safeguarding Governor	Date agreed by FGB:	Jan 2022
Date for review	Spring 2023		

Contents		
	Section	Page
1	Policy Statement and Aims	2
2	School Club Procedures	2
3	Club Expectations	3
4	Cancelled Session	3
5	Off-site activities	3
6	Club Numbers	4
7	Payment	4
8	Child Protection	4
9	Insurance	4
10	First Aid	5



After School Clubs – Policy Statement

1. Policy Statement and Aims

After school clubs promote further development of a child's education. Staff and outside agencies must ensure that they follow the set procedures in this policy to offer the best learning experience outside of school hours.

Aims

By encouraging extra-curricular activities, we intend to:

- enable children to experience different physical activities
- provide opportunities for fun and enjoyment through a range of activities
- offer extended learning through a particular activity area
- encourage children to work together cooperatively and across age groups

2. After School Club Procedures

School clubs usually run from 3.30pm to 4.30pm.

Permission slips must be completed prior to any child attending a club. This should also include an emergency contact number and any relevant medical issues/ medication.

Parents/Carers should be made aware, as they would normally, to notify the school and club leader of any changes to medical information that occur over the duration of the club. The adult responsible for the club must check each session that the child has the necessary medication before beginning the club e.g., an inhaler. If a child is feeling unwell, then a phone call to their Parent/Carer will be made for the child to be collected ASAP.

Clubs will normally run for a term at a time. A new letter will be sent out each term so that contact details and medical details are kept up to date and Parents/Carers are kept up to date with information.

A register will be kept by the club deliverer and should be taken at each session. Where a child is absent without an explanation, a phone call home is required so that the whereabouts of the child and their safety is established. A copy of the register should also be kept by the school office.

The adult responsible for the club must ensure that all pupils are collected by the designated adult/carer or that alternative arrangements e.g., walking home, have been agreed in writing. If such arrangements have not been confirmed in



After School Clubs – Policy Statement

writing, then the child must wait until the member of staff has spoken to the named contact on the parental consent form for the club. Children should have all their belongings with them so that they do not need to return to the classrooms after the club. The adult responsible for the class will ask the children to line up and then they will be escorted to the main entrance where they can be handed over to their parents by the adult in charge.

3. Club Expectations

Club Expectations All activity leaders should ensure that every term there is a reminder about:

- ✓ The procedures in case of a fire
- ✓ Rules for moving around the school building
- ✓ Arrangements for going to the toilet
- ✓ Expectations of behaviour
- ✓ Changing arrangements

4. Cancelled Session

In the event of a session being cancelled the provider should inform the school as soon as possible. Where practical the school should contact Parents/Carers by phone.

Children attending a club which is cancelled on the day should be registered as a group as normal. They should be kept on school site by the school appointed adult until collected by a Parent/Carer.

5. Off-Site activities

Parents/Carers would normally arrange transport to the venue unless the club are walking in a group and then the school's policy and risk assessment for walks within the local area would need to be consulted and the correct ratio for children to adults would be required. This can be discussed with the schools EVC coordinator (Miss Calvert).

Emergencies: There may be occasions where a child requires transport in an emergency. Such circumstances must always be recorded and reported to the head teacher and the Parent/Carer.



After School Clubs – Policy Statement

6. Club Numbers

Suitable ratios of adults to children should be maintained by the adult responsible for the club. From a learning perspective, the University of the First Age has reported that 15 to 20 pupils should be the largest group for extended learning activities. Further guidelines regarding specific sports can be obtained from the appropriate governing body of that sport.

7. Payment

Outside agencies providing after school activities should make clear the cost incurred before parents/carers agree to children attending the club.

The school and outside agencies should retain permission slips and any payments received. The provider and school should agree a date to pass on any fees due or when an invoice should be raised by the provider.

8. Child Protection

It is the school's responsibility to ensure third party providers have a child protection policy or are prepared to adopt the school's policy. Providers should contact the head teacher in the event of a disclosure. All activity leaders should have appropriate DBS clearance.

The school should make clear to 3rd party providers what is expected of them in terms of a safe working practice with children and young people and record that they have done this. A useful document is the "Guidance for Safer Working Practice for Adults who work with Young People in Education Settings". This document is to be made available to providers. The school has a responsibility to assess the competence of the 3rd party provider/volunteer to establish a suitable level of supervision.

Any Parent/Carers and other volunteer supporting the delivery of a club must also have an up-to-date DBS check in line with the school's Child Protection Policy.



After School Clubs – Policy Statement

9. Insurance

All 3rd party providers offering activities must provide a copy of their public liability insurance and their employer liability insurance.

10. First Aid

All members of staff and outside agencies should have an up to date first aid certificate. During after school clubs, a first aid box should be present or within easy access. An accident form should be completed for all accidents and any bumps to heads require a phone call home to Parents/Carers.