

After School Club Policy

Acre Rigg Infant School

Last reviewed in	September 2025
Next review due	September 2026



Every child Every day Every way Experiencing success

Policy Statement

After school clubs promote further development of a child's education. Staff, who choose to run a club, in their own spare time and outside agencies, must ensure that they follow the set procedures in this policy to offer the best learning experience outside of school hours.

Children have a core entitlement in terms of the PE curriculum. There are sports and physical activities that are not within the scope of the normal school day yet are beneficial to the children. We aim to offer these extra opportunities through provision delivered by school staff, external providers and independent clubs. After school clubs must follow the normal safeguarding policies used in school hours that are in place at Acre Rigg Infant School. (Please see safeguarding policy)

Policy 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
- ☐ extend learning through particular activity area
- ☐ encourage children to work together cooperatively.

After school club procedures

After school clubs usually run from 3.15pm to 4.00p.m.

Permission slips must be completed prior to any child attending a club. All contact details will be taken from the school office. Parents/ carers must update phone numbers where necessary.

Clubs will normally run for the duration of a term at a time. A new letter will be sent out each term so that 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.

The adult responsible for the club must ensure that all pupils are collected by the designated adult/carers. A member of the leadership team will remain on site to ensure all children are collected safely.

Children will only be allowed to leave the school premises with a designated adult. No child under the age of 16 is permitted to collect a school child.

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.

If a club is cancelled on the day and parents cannot be contacted, the children should be registered as a group as normal.

Club numbers

Staff members will have up to twenty children in the group (often ran by two staff members).

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.

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 a current CRB/DBS certificate.

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 responsibility to assess the competence of the 3rd party provider/volunteer to establish a suitable level of supervision.

Insurance

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

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

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

Uncollected Children

Children are to be collected from school by a parent/ carer/ agreed adult. Parents will be asked to share this information with staff members when they drop their children off at school.

Children will not be released with an unknown adult. A telephone call will be made to a parent/ carer to confirm identity.

If contact cannot be made, the child will not be released and the un- known adult will be asked to leave the setting and return with a familiar adult.

☐ A telephone call will be made to parents/ carers if a child is on the premises five minutes after the end of a session.

☐ If necessary, a second call to an alternative contact (located in contacts file) will be made.

☐ If unsuccessful, the head teacher will be informed and will continue to attempt to make contact with adult.

☐ If unsuccessful, the head teacher will then follow the relevant school procedures and contact social services/ police