



The Federation of the Church Schools of  
Shalfleet and Freshwater & Yarmouth

*Together for a Brighter Future*

# AFTER SCHOOL CLUBS

## A STATEMENT OF POLICY

<b>Approved by</b>	<b>FGB</b>
<b>Portfolio</b>	<b>Community</b>
<b>Approved on</b>	<b>Summer 2026</b>
<b>Review date</b>	<b>Summer 2029</b>
<b>Review Cycle</b>	<b>3 Year</b>
<b>Policy Links</b>	<b>Safeguarding, Health &amp; Safety, Behaviour, SEND</b>

Signed \_\_\_\_\_ Date \_\_\_\_\_

## 1. Policy Statement

The Federation recognises that high-quality after school clubs and extra-curricular activities play an important role in supporting pupils' personal development, wellbeing, enrichment and enjoyment of school life.

While pupils have a core entitlement to a broad and balanced curriculum during the school day, after school clubs provide valuable opportunities to extend learning, develop interests, build friendships and experience new activities in a safe and supportive environment.

The Federation is committed to ensuring that all after school provision operates to the **same safeguarding, supervision, and safety standards as the school day**, in line with **Keeping Children Safe in Education (KCSIE)** and Department for Education guidance.

## 2. Aims

Through our after-school provision, we aim to:

- Offer a broad range of enjoyable and enriching activities
- Support pupils' physical, social, emotional and cultural development
- Promote inclusion, equality of opportunity and participation for all pupils
- Enable friendships across age groups and encourage cooperative working
- Provide safe, well-managed provision that reflects the school's values

## 3. Management and Organisation

- The after-school clubs programme is coordinated and overseen by the school.
- Clubs may be delivered by **school staff or external providers**.
- The school retains overall responsibility for safeguarding, health and safety, and behaviour expectations.

External providers must:

- Follow school policies and procedures at all times
- Remain on site for the full duration of the club
- Ensure pupils are safely handed over to an authorised adult

## 4. Safeguarding and Child Protection

All after school clubs are subject to the Federation's **Safeguarding and Child Protection Policy**.

In line with **KCSIE 2025**:

- All staff and external providers working with pupils must have appropriate **enhanced DBS checks**
- DBS details for external providers are recorded on the school's central record
- Any safeguarding concerns must be reported immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL
- Pupils with SEND or additional vulnerabilities are given appropriate support and supervision

No child will be released to an adult who is not authorised by the parent/carer.

## 5. Supervision and Behaviour

- Club leaders are responsible for maintaining appropriate supervision at all times
- Behaviour expectations are consistent with the Federation's Behaviour Policy
- The school reserves the right to withdraw a pupil's place at an after-school club in the event of persistent unsafe or inappropriate behaviour

## 6. Collection Arrangements and Late Collection

- Parents/carers **must sign the register** to confirm collection of their child at the end of the club
- Collection must be prompt at the advertised finish time

### Late Collection

- If a parent/carer is **10 minutes late**, the child will be transferred to the After-School Care Provision (if spaces allow), and parents will be charged accordingly
- If no places are available, the club leader must remain with the child and inform senior staff
- Parents/carers must notify the school as soon as possible if they are running late

Repeated late collection may lead to withdrawal of the club place.

## 7. Walking Home Arrangements

- Pupils in **Year 5 and Year 6** may walk home independently **only with written parental consent**
- Consent forms must be completed in advance and shared with the club provider
- Without written consent, pupils will not be permitted to leave unaccompanied

## 8. Attendance and Cancellations

- Clubs must be booked and paid for in advance
- If a pupil is absent from school or sent home during the day, their club place will be cancelled and fees refunded
- The school does not offer refunds for non-attendance where a session has not been cancelled
- Parents will be informed as soon as possible if a club is cancelled

## 9. Health and Safety

All after school provision operates in line with the Federation's **Health & Safety Policy**.

Club leaders must:

- Be familiar with emergency procedures, including fire evacuation
- Know pupils' medical needs and emergency contact details
- Ensure accidents and incidents are recorded and reported to parents/carers
- Supervise safe movement around the school site

- Accident and illness procedures mirror those used during the school day.

## **10. Medical Needs**

- Medical information is available to club leaders as required
- Individual healthcare plans are followed
- Emergency medication (e.g. inhalers, epi-pens) must be accessible where relevant

## **11. Equal Opportunities and Inclusion**

The Federation is committed to ensuring equitable access to after school provision.

- Clubs are advertised openly to eligible year groups
- Reasonable adjustments will be made to support pupils with SEND or disabilities
- Where barriers to participation exist, the school will work with families to identify solutions wherever possible

## **12. Charges and Payments**

- Fees reflect staffing, resources and administration costs
- All payments must be made in advance using the school's online payment system
- Families experiencing financial difficulty are encouraged to contact the school in confidence to discuss possible support

## **13. Personal Property**

Pupils are discouraged from bringing personal items into school for clubs. The school and providers cannot accept responsibility for loss or damage.

## **14. Complaints**

Any concerns or complaints relating to after school clubs will be handled in line with the Federation's **Complaints Policy**, available on the school website.

## **15. Monitoring and Review**

This policy is:

- Monitored by senior leaders and governors
- Reviewed every three years or earlier if guidance changes