



Datchet St Mary's C of E Primary Academy

After School Club Policy Reviewed Summer 2026

VISION: We are one, we are strongest working together in unity. 1: Corinthians 12 – 14.
This Vision is at the heart of everything we do

Policy Statement

After school clubs promote further development of a child's education. Staff, who chose 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.

We aim to offer 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 Datchet St Mary's Academy. (Please see safeguarding and child protection policy on school website.)

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
- Extended learning through particular activity area
- Encourage children to work together co-operatively and across age groups

After school club procedures

- After school clubs usually run up to an hour after school (with the exception of breakfast club and sunshine after school club)
- 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 update any medical information throughout the duration of the club over however many weeks/ terms.
- 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 the duration of 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 to pupil parent liaison officer to confirm absent or a 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/carers or that alternative arrangements e.g. walking home, have been agreed in writing.
- If it has not been confirmed in 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.

Cancelled session

- In the event of a session being cancelled the provider should inform the school as soon as possible.
- Where practical the club should contact Parents/Carers by phone.
- Children attending a club, which is cancelled on the day, but have not been collected must be reported immediately to the office staff.
- They should be kept on school site by the school appointed adult until collected by a Parent/Carer.

Off school site activity

- Parents/Carers will have to arrange transport to the particular 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.
- If this was to take place the correct ratio for children to adults is required. This can be discussed with the schools EV Coo-ordinator (Head teacher or School Business Manager)

Off school site activity: Emergencies

- There may be occasions where a child requires transport in an emergency situation. Such circumstances must always be recorded and reported to the head teacher and the Parent/Carer.
- 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 is the largest group in extended learning activities. Further guidelines regarding specific sports can be obtained from the appropriate governing body of sport.
- Any Parent/Carers supporting the delivery of a club must have an up to date CRB/DBS check.

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

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 **on the following number 07777514901**, 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 Saferworking Practice for Adults who work with Young People in Education Settings"***. 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
- Changing arrangements

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.

I have read, understood and agree to follow this policy.

Name of organisation.....

Signed.....

Date.....

