



After School Clubs Policy

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1. RATIONALE

At Holy Family Catholic Primary School, we are committed to providing high-quality, enjoyable and enriching opportunities both within and beyond the school curriculum. Our extended-day and extra-curricular provision helps children grow personally, socially and academically. Activities are designed to be inclusive, safe, well-supervised, and aligned with the school's values.

This policy aligns with:

- National wraparound childcare expectations that provision is dependable, regular and supports working families.
- DfE safeguarding expectations for after-school providers, including safer recruitment, child protection, first aid, record-keeping, and governance.
- Ofsted's 2026 inspection expectations for out-of-school provision, ensuring safe environments and strong practice.

2. AIMS AND OBJECTIVES

Participation in clubs:

- Provides a wide range of activities to support development, creativity, and wellbeing.
- Enables children to explore interests and discover new talents.
- Helps pupils build friendships across age groups and promotes co-operation.
- Supports the national aim of providing high-quality wraparound opportunities for all families who need them.

3. WHO DELIVERS OUR CLUBS?

- Clubs are delivered by school staff or external specialist providers.
- All providers must meet **DfE 2026 suitability standards**, including:
 - Enhanced DBS checks (including self-employed providers). [\[barleyfieldprimary.org.uk\]](https://www.barleyfieldprimary.org.uk)
 - Relevant qualifications (e.g., sports coaching).
 - Appropriate insurance and safeguarding training.
 - Compliance with the school's safeguarding, health & safety, behaviour, and supervision expectations.

4. CLUBS OFFERED

- A varied programme of clubs is offered every term.
- Schedules are shared via ParentMail and on the school website.
- Provision is designed to be reliable and predictable in line with wraparound childcare guidance.

5. GENERAL PROCEDURES

5.1 Organisation

- Clubs run from **3:30–4:30 pm** (unless otherwise stated).
- Programmes run termly.

5.2 Booking & Paying

- Bookings open towards the end of each term for the next term.
- External providers: Book and pay directly with the provider.
- School-run clubs: Book via ParentMail (even if free).
- A booking is confirmed once the ParentMail process is completed.

5.3 Registration & Attendance

- Registers are taken at the start of each session.
- If a child is absent without notice, the school will contact parents in line with DfE safeguarding expectations.
- Children are expected to attend for the full term unless notice is given.

5.4 Cancellation

- Clubs are only cancelled when necessary and parents are notified as early as possible.
- Dependability is essential under national wraparound guidance.
- In the unlikely event of short-notice cancellation, children will be supervised until collected or moved to their agreed alternative arrangement.

SUPERVISION AND SAFETY

- All children are supervised by the club leader at all times.
- Siblings must be collected at normal dismissal time—they cannot remain unsupervised.

- A qualified First Aider is always on site, as required by DfE extra-curricular safeguarding guidance.
- Club leaders follow site-specific H&S policies including:
 - Fire evacuation
 - Safe movement around the building
 - Infection control
 - Lone working and visitor procedures (DfE 2026 requirement)

Collection of Children from Clubs

- Sessions run for the full duration; early collection only by prior agreement.
- Prompt collection is essential.
- Persistent late collection may result in removal from the club.
- Children attending Out-of-School Care (OoSC) are escorted and handed over safely.

Charges for Clubs

- The cost of clubs is kept to a minimum to ensure access for all children.
- Clubs run by school staff are, where possible, free of charge – the only exception to this would be to cover the cost of any consumable items.
- Any parent who would like their child to attend a club but is unable to meet the financial cost can approach the school who will consider their request sympathetically and may be able to offer support.
- Outside providers of clubs operate their own charging policies. On allowing a club to use the premises, the school will consider the cost to pupils and its financial accessibility. In some cases a subsidy might be made available at the discretion of the Governing Body.
- Where outside providers are charging parents, the costs to be incurred will be made clear before parents agree to children attending the club.

Payment

- Externally run clubs: Where a charge is made for a club run by a private organisation, payments should be paid directly to the organisation running the club; charges and all payment details are given within the termly club offer.

- School run clubs: Any charges made for school run clubs should be paid termly, prior to the commencement of the club, by ParentMail.

9. Behaviour

We expect all children to behave in an appropriate manner and any unacceptable behaviour will not be tolerated.

All providers are made aware of our behaviour expectations; if they deem any behaviour to be unacceptable this will be reported to the Headteacher.

10.1 For External Providers

Providers must:

- Attend a full induction (safeguarding, H&S, site procedures).
- Hold and submit up-to-date DBS documentation (including self-employed, per DfE requirements). [barleyfield.school.org.uk]
- Hold appropriate public liability insurance.
- Provide relevant qualifications (e.g., sports coaching).
- Submit risk assessments each half-term.
- Maintain accurate registers and submit them to school each session.
- Ensure equipment is safe and appropriate.

10.2 For School-Run Clubs

Leaders must:

- Follow all school safeguarding and H&S procedures.
- Offer safe levels of supervision (in line with DfE guidance). [barleyfield.school.org.uk]
- Complete and sign risk assessments prior to each club starting.
- Report persistent late collections.

10.3 School Leadership Team Responsibilities

- Ensure all DBS checks are completed and recorded on the SCR.
- Maintain insurance and medical information compliance.
- Ensure adequate supervision levels.
- Ensure at least one school staff member and a First Aider are always present.

11. Inclusion

Our clubs are fully inclusive and all children are encouraged to participate in extra-curricular activities. If a child has special or medical needs information will be shared with the Club Leader and any necessary arrangements agreed.

Complaints

- Parents should raise concerns with the Headteacher.
- If necessary, complaints follow the school's Complaints Policy, in line with DfE expectations for out-of-school settings governance