



After School Club Policy

Reviewed by	Nikki Riches	Authorised by	WGB Committee
Last Review	Summer 2025	Date	June 2025
Next Review	Summer 2027	Review Cycle	2 years

1. Rationale

This policy has been created to establish what Freegrounds Infant School believe is the purpose of our after school clubs. It is also to establish clear criteria and the expectations in terms of Health and Safety, ethos and Inclusion which we expect all clubs which run on our premises to adhere to.

2. Introduction

Freegrounds Infant School is a Rights Respecting school. Children and adults work together to recognise and act upon the rights of the child within our school, our local community and the wider world. We believe that by understanding their own rights children learn to respect and value the rights of others. This policy exemplifies these rights and our practise aims to ensure that the following rights are adhered to:

In this Policy we specifically recognise the following articles from the UN convention on the Rights of the Child:

Article 3 – The best interests of the child must be a top priority in all things that affect children.

Article 15 - Every child has the right to meet with friends and to join groups.

Article 29 – Education must develop every child’s personality, talents and abilities to the full. It must encourage the child’s respect for human rights, as well as respect for their parents, their own and other cultures and the environment.

Article 31 – Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

Freegrounds Infant School is committed to improving the performance, well-being and life chances of all children. As part of this, we offer all pupils an inclusive opportunity to join an after school club. Our after school clubs also support children’s ability to make a positive contribution to their school community.

At Freegrounds Infant School we appreciate that children have a range of different hobbies, interests and talents. Although we endeavour to incorporate these into the children’s learning during the school day, there are times when this is not always possible.

The main purpose of our after school clubs are to provide opportunities to enrich our existing curriculum. These are designed to build on existing skills and develop new ones, to contribute towards children's personal development, their social and emotional well-being and achievement.

Sporting activities are offered to enable children to achieve a healthy lifestyle, have fun and engage in team building which also supports their social development.

We appreciate that parents may need child care after school. With this in mind, we have a wrap around service in place which offers child care from 7.30am – 6pm in the form of Pippins after school club run by Freegrounds Junior School and hosted jointly on our site and at the junior school.

We do not view our after school clubs purely as child care facilities and with this in mind we regularly monitor the quality of clubs, consult with parents and children regarding the types of club they wish us to run and then make it our priority to secure the best experiences possible for the children.

Our clubs are led by third party groups. For example, Dynamo Gym, Multi sports run by the Saints Academy.

3. Behaviour

Freegrounds Infant School has a Behaviour Policy in place that all pupils and parents are aware of. It is our expectation that all pupils will behave in a manner which is in line with that expected whilst they are in school.

4. Health & Safety

All after school clubs operate under the school's Health and Safety guidelines.

It is the parents' responsibility to ensure children attend clubs with the correct clothing/footwear and the responsibility of the individual running to club to ensure children are wearing the correct clothing before taking part in the club. If they do not have the correct clothing / footwear, they are not able to take part.

Children will be escorted from their classes to attend the club by a class teacher or LSA. It is the parent's responsibility to collect the child from the club.

When parents sign their children up to clubs it is the responsibility of the club to ensure they have asked parents and are aware of any children taking part with health needs.

Although some staff within the school hold the First Aid in Schools' qualification, most staff who do so have left the school premises by 3.45pm. As such it is the responsibility of the club to ensure at least one adult is has received appropriate First Aid training and is competent to provide First Aid if necessary.

The school site Manager, Mr Stuart Proutom, is the competent first aider to support with any first aid in relation to adults running the club.

Any club leaders with a medical condition that may need them to require urgent medical assistance should be risk assessed by the club's co-ordinator. The club co-ordinator within their risk assessment should make a decision as to whether it is necessary to inform the school regarding this individual's medical condition and possible requirement for assistance.

All clubs are required to provide the school with a copy of a risk assessment detailing the activities taking place within the club. It is a requirement that this is reviewed annually or when there is a change to any system or activity. This risk assessment should also identify lone working arrangements if the club is run by solely by an individual.

A copy of the club's insurance certificate will also be provided to the school along with any documentation in relation to safeguarding. For example DBS checks.

External instructors will be made aware of evacuation procedures and their role within them.

5. Safeguarding

All classroom teachers are provided with up to date lists of which children attend which clubs. At the end of each school day, an adult will bring all children in their class who are attending a club to the hall/classroom where the club leader will register them.

Club leaders are also informed of which children attend Pippins after school club after their school club. All club leaders are aware of the procedures for reporting safeguarding concerns. A member of the designated safeguarding team is on site whilst clubs are in progress. The Designated Safeguarding Lead is the Headteacher Nikki Riches. Deputy DSL's are the Deputy Headteacher Mr Susannah Holmes, Hattie Henderson, Jess Finley, Carly Haines and Becky Harris. A copy of the school's Child Protection Policy can be found on the school website.

In order to ensure every site user is safe in the possibility of a fire after school clubs will be asked to practise their fire safety protocols on a termly basis. These should be recorded and a record maintained by the club.

In addition with the introduction of Martyn's Law in April 2025 clubs will also be expected to follow the school's emergency lockdown procedure in the event of an emergency and practise this on a regular basis.

6. Inclusion

As an inclusive school we believe all children should be able to access our after school provision. However, there may be certain circumstance where due to a particular medical condition or SEN children may need additional support.

If this is the case we would expect the club to put reasonable adjustments in place to ensure the child is given every possible opportunity to take part and succeed.

The school's Inclusion Manager is happy to share her expertise and support any club with the risk assessment process and the implementation of strategies to support inclusion.

The school will not support the exclusion of a child from any club unless the club can demonstrate it has been proactive in putting every possible reasonable adjustment in place through a risk assessment and implementation process and despite this, the child remains a danger to themselves or others by attending the club.

7. Consultation

In order to ensure the range of clubs we offer meet the needs of our current pupils we carry out a consultation bi-annually with parents. The results are then used to organise provision based on interest.

Although the school will do its best to cater for a range of interests and respond to feedback it may not necessarily be able to always arrange a club if a quality experience cannot be provided.

8. Monitoring

In order to ensure the quality of provision the Headteacher will regularly monitor the quality of provision within the clubs. This will be done through arranged drop-ins.

9. Charging

Where Freegrounds Infant School does not make a profit from after school clubs we are mindful that there may be costs associated with the school site being used for this purpose, for example, administration costs, cost of utilities and costs associated with cleaning etc. As such from September 2025 all after school clubs will be asked to pay a hiring charge with the exclusion of Saints Academy who already provide other services for the school at a heavily discounted rate.

Version Control:	V1 June 2025 Change of date for when policy was reviewed and by whom. Addition of requirement to regularly test fire drill and emergency lockdown procedures with the introduction of Martyn's Law. Addition of section 9 regarding hiring charge. Change of the name of key staff named in the policy.
------------------	---