

Sandfield Close Primary School

After School Clubs Policy 2026–2027



Policy revised	17 September 2026	Version	2.0
Review date	September 2027	Status	Draft for approval
Headteacher	Smita Lad	Signed:	Date:
Governing body	Name:	Signed:	Date:



Sandfield Close Primary School

After School Clubs Policy

2026–2027 • Version 2.0 • Revised 17 September 2026

Status: Draft for approval. Effective date: on approval. Next scheduled review: September 2027, or sooner following an incident or change in arrangements.

1 Purpose and scope

This policy sets out how children are booked into, transferred to, supervised at and dismissed from after-school clubs. It applies to school-run clubs and external providers operating on the school site, including replacement staff and coaches. Children's safety, wellbeing, inclusion and enjoyment guide all arrangements.

2 Responsibilities

Headteacher and senior leadership team

Approve clubs and provider arrangements, ensure suitable staffing and supervision, and monitor implementation. Before sessions begin, designate a senior contact and backup who can respond throughout club hours, including when the office is closed. Ensure staff and providers receive this policy and the relevant safeguarding procedures.

Designated safeguarding lead and deputies

Advise staff and providers, respond to concerns, coordinate safeguarding action and ensure incidents are recorded and reviewed. Arrange suitable safeguarding cover during club hours and communicate escalation arrangements. Concerns about adults must follow the school's safeguarding and allegations procedures.

School Business Manager and office staff

The School Business Manager oversees club administration and names an office lead and deputy. They maintain the master attendance list, communicate changes, check that teachers and providers have received the information, and coordinate attendance checks and parent contact. Operational responsibility must remain covered during staff absence.

Class teachers and staff covering classes

Check the current club list before dismissal, follow each child's recorded arrangements and complete the agreed supervised handover. Pass relevant information to cover staff. Refer uncertainties to the office before a child leaves; do not rely solely on a child remembering their club.

Club leaders and providers

Maintain accurate registers, supervise children from handover until authorised departure, report unexpected absences immediately and follow the school's safeguarding and emergency procedures. Ensure every replacement coach receives the current register, relevant child information and contact arrangements before taking responsibility.

3 Planning and approving provision

Staff wishing to run a club must obtain SLT approval and agree the structure, dates, bookings, payment arrangements and parent communication with the School Business Manager. External providers must agree these arrangements with the school before advertising or delivering sessions.

Before a club starts, the school will confirm appropriate safeguarding and suitability checks, relevant qualifications, safeguarding training, first-aid arrangements, insurance and a written activity risk assessment. Providers must meet any applicable registration requirements. Staffing and group size must reflect the activity, children's ages and needs, and the risk assessment.

The club's arrangements must identify the lead adult, location, meeting point, handover method, staff responsible for transfer, collection point, session times, senior contact and backup. A session must not start without safe staffing, handover and emergency arrangements in place.

4 Bookings and club lists

Bookings must be confirmed before attendance. The school and provider must hold an accurate list showing each child's name, class, club day, agreed collection or independent travel arrangements, and any notified absence or change. Relevant emergency contacts and medical or support information must be accessible securely to those who need it.

External providers must supply their participant lists and booking changes to the school promptly and before the affected session. The office lead updates the master list and gives the relevant information to class teachers and club leaders. The office lead or deputy checks receipt; sending a list alone is not the final check.

Before each session, office staff communicate known school absences, early collections and agreed changes to the relevant teacher and club leader. Teachers and providers must not assume an old list remains correct where an update has been issued. The School Business Manager checks the arrangements periodically and following booking changes.

5 Parent communication and changes

Parents/carers must give accurate emergency contacts, relevant medical information and clear collection arrangements, and update these when they change. Parents must notify both the school office and provider if a child will not attend a booked session or their home-time arrangements change.

Same-day changes must be confirmed directly with the office before dismissal; parents should not assume that an unread email, message or a message carried only by the child has been actioned. The office verifies and records the change and communicates it to the teacher and provider. Unresolved arrangements are referred to the designated senior contact.

6 Supervised handover

Class staff check the day's club list before normal dismissal. A child booked into a club remains under staff supervision until handed over through the agreed arrangement. Children must not be sent away unsupervised to find a coach or decide for themselves whether to attend.

The receiving club adult checks the children against the expected list and acknowledges the handover. The supervising school adult remains responsible until receipt is confirmed. Any mismatch, missing child or unexpected attendee is referred immediately to the office or designated senior contact. Children already present remain supervised throughout.

7 Registers and unexpected non attendance

These steps apply to every session and to both school-run and external clubs. Recording an absence alone does not complete the follow-up.

Step 1 Check arrivals

The club leader begins the register as children arrive and reconciles attendance against the expected list at the start of the session. Record late arrivals, confirmed absences and any changes. Do not assume that an absent child is at home, has chosen not to attend or has permission to leave.

Step 2 Notify immediately

If an expected child has not arrived and there is no confirmed explanation, the club leader contacts the office immediately by telephone or in person. Use the designated senior contact and backup if the office is unavailable. Do not rely on an email being read or wait until the session ends.

Step 3 Check and escalate

The office or designated senior contact checks the school attendance record, notified changes and dismissal or handover arrangements with relevant staff. If the child's whereabouts remain unconfirmed, alert the DSL or designated senior contact immediately and contact parents/carers and emergency contacts promptly. Checks, parent contact and safeguarding escalation must proceed without avoidable delay.

Step 4 Respond to a missing child

The DSL or senior contact coordinates checks of appropriate school areas and establishes the child's last known location. Keep the other children supervised; a lone coach must not leave their group to search. If the child remains missing, follow the school's safeguarding and missing-child arrangements and seek police assistance promptly according to the circumstances. Call 999 where there is immediate danger. A missing child aged five or under requires immediate police contact. Do not delay urgent protective action because a parent cannot be reached.

Step 5 Confirm the outcome

Record when the absence was noticed, who was notified, checks made, contact attempts, decisions and the outcome. The person coordinating the response must confirm the outcome to the club leader and relevant class staff. A child must not be treated as accounted for until reliable confirmation of their whereabouts and safety has been obtained.

Step 6 Record and review

Pass safeguarding concerns to the DSL and record them through the school's safeguarding system. Retain the attendance record and relevant communication. The DSL reviews the incident, agrees any further action and ensures learning is shared with relevant staff and providers.

8 Independent travel and changes to dismissal

Written permission to walk home independently applies to the child's agreed finishing time and arrangements. A child booked into a club is expected to remain for that session. General permission to walk home does not authorise leaving at normal school dismissal instead of attending the club.

A different arrangement must be confirmed by a parent/carer, verified and recorded by the school, and shared with the class teacher and club leader before departure. Staff must not rely solely on a child saying that a parent has agreed. At the end of the club, the leader records the child's departure under the agreed arrangement.

9 Collection and late collection

At the end of each session, children are released to an authorised adult or under recorded independent travel permission. The club leader records departure and checks that all children have left safely. Verify unfamiliar collectors and changes in accordance with school arrangements; do not release a child while authorisation is uncertain.

If a child is not collected at the agreed time, the club leader contacts parents/carers and emergency contacts promptly and informs the designated senior contact. Keep the child supervised in a safe place. Do not send them home alone or leave them with an unauthorised person. If contact cannot be made or concerns arise, the DSL or senior contact follows the school's safeguarding and non-collection arrangements, seeking children's services or police advice as appropriate.

10 Cancellations and unavailable providers

Advance cancellations

The provider notifies parents/carers through its agreed communication method. The school also sends a ParentMail notification and informs teachers, office staff and other relevant staff so alternative dismissal arrangements are clear. Where cancellation changes a child's expected home time, confirm suitable arrangements before release.

Short notice cancellations

The provider texts parents/carers immediately and the school sends a ParentMail text. Office staff contact parents of children who normally walk home independently to confirm that someone will be at home and agree dismissal arrangements. Teachers receive the revised instructions before children are released.

If parents cannot be reached or arrangements remain unconfirmed, the child stays supervised while staff contact authorised emergency contacts and the senior contact. Do not send a child home early solely because they normally have independent travel permission.

If a coach is absent or late, school staff retain supervision and notify the office or senior contact immediately. The SLT decides whether safe alternative staffing is available or cancellation is necessary. The school will also notify providers of INSET days, closures or unavailable facilities affecting their sessions.

11 Safe and inclusive sessions

Club leaders plan age-appropriate activities, check equipment and spaces, supervise changing and snacks, and apply the school's behaviour expectations. They must know the fire and emergency arrangements, first-aid access, how to summon help and who is responsible for the children throughout the session.

Before attendance begins, the school, provider and parents agree any adjustments or additional support needed for a child with SEND or medical needs. Relevant care plans, allergy information, emergency medication and appropriately briefed adults must be available throughout the session, including after the office closes. Access arrangements must be checked in advance.

Children are encouraged to participate positively, follow instructions and tell an adult if they are unsure of their arrangements or feel unsafe. Behaviour concerns are discussed with the school and parents; a child must not be dismissed early without agreed safe arrangements. Safeguarding concerns take priority over routine behaviour management.

12 Information handling and concerns

Registers and contact, medical and collection information must be accurate, securely stored and available to authorised staff when needed. Share only the information necessary for safe provision, using approved channels. Retain and dispose of records in line with the school's retention arrangements and applicable provider responsibilities.

Providers and staff must report safeguarding concerns promptly to the DSL or deputy. If unavailable, use the designated senior contact and the school's escalation procedure; urgent action must not wait. Report concerns about an adult through the school's safeguarding and allegations procedure. Parents may raise service concerns with the provider and school; school complaints follow the published complaints procedure.

13 Monitoring and review

The SLT will check implementation, including receipt of club lists, supervised handovers, register completion, follow-up of absences and collection records. The School Business Manager coordinates operational checks; the DSL reviews safeguarding incidents. Providers must cooperate with reviews and confirm that their staff, including replacements, understand the procedures.

Attendance, pupil and parent feedback, inclusion, activity quality and concerns will inform improvements. This policy will be reviewed annually and sooner after an incident, significant change in provision or relevant guidance update. Approved changes will be shared with staff, providers and parents as appropriate.

Read alongside the school's safeguarding and child protection, behaviour, health and safety, equality, medical needs, data protection, complaints and emergency arrangements, including missing-child and non-collection procedures.

Appendix A Club programme

The provider-led club programme is set out below. The office will publish the current term's confirmed dates, start and finish times, eligible year groups, capacities, locations and booking arrangements. Additional school-run clubs must follow this policy.

Day	Club	Provider
Monday	Judo	Team Red Star
Tuesday	Gymnastics	Super Star Sports
Wednesday	Discovery Club	Super Star Sports
Thursday	Cheerleading	School of Cheer
Friday	LCFC Football	LCFC

Approval and implementation

Headteacher: Smita Lad Signature: _____ Date: _____

Governing body approval, where required: _____ Date: _____

Before implementation, the SLT will confirm the office lead and deputy, senior contact and backup, contact details, and each club's handover and collection arrangements. These must be available to all session staff, including cover staff, without relying on access to a closed office.

Reference: Department for Education, Out-of-school settings: safeguarding guidance for providers, February 2026. Relevant supporting guidance for external providers, read alongside the school's current safeguarding procedures.

www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice