

After School Activities Policy



Newlands Junior School
We are Proud

September 2025

Where the Governing Body transfers control of use of school premises to bodies (such as sports clubs) to provide out of school hours activities, we will ensure that these bodies have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies.

Class teachers will be given a list of children attending after school clubs. All pupils must go that club unless a parent / carer has informed school otherwise. Teachers must not accept the child's word for this as school is responsible for those pupils until the end of the club.

Organisers will ensure the register taken is either given to the office or kept by the activity organiser. This will ensure, in case of an emergency evacuation, there will be accurate evidence of number of people on site.

Organisers will be provided with an information pack giving details of emergency fire evacuation procedures.

Organisers will share fire evacuation procedures with attendees.

Organisers will ensure all attendees exit the building by the main exit at the end of the session.

Organisers will be the last to leave the premises and ensure the room is empty.

Should a fire evacuation take place, Organisers are responsible for all members of his/her group.

Organisers will inform the Fire Officer if any member(s) of the group is/are missing.

Organisers will be made aware of any child's medical or other needs before the session begins.

DBS

All organisers will hold the full DBS. Organisers will be made aware of school's procedures, including First aid, behavioural and Safe Guarding.

School will ensure that there is a member of staff, who recognises the children's nominated adults, during the dismissing part of the session.

Leaving School Procedures

Parents/carers will give permission for their child to attend the club. Information will also be shared about how the children will get home after the session e.g. who will collect the child / is the child allowed to walk home alone. If a child is not collected parents/carers on the contact list will be called.