

Wallsend  
School



Jubilee Primary

After School

Club Policy

Governance	
Version	Becky Hawkins
Policy Officer	
Adoptive Date	
Readopted Date	
Next Review date	
Statutory	

Version History Log

Version 1	Description of Change	Date/Author

## 1. Purpose

The After School Club provides a safe, inclusive, and stimulating environment for pupils outside normal school hours. It supports families while promoting children's wellbeing, enjoyment, and development.

The club operates in line with:

- Ofsted requirements
- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children (DfE)
- EYFS Statutory Framework (where applicable)

## 2. Ofsted Compliance and Quality of Provision

Wallsend Jubilee Primary School After School Club is committed to meeting all statutory requirements and expectations set by Ofsted.

The provision ensures:

- Safeguarding is effective and embedded in practice
- Leadership maintains high standards and continuous improvement
- Activities are engaging, inclusive and developmentally appropriate
- Children demonstrate positive behaviour and feel safe

## 3. Safeguarding Responsibilities

Safeguarding is the highest priority.

The club:

- Follows the school's safeguarding policy in line with KCSIE
- Ensures all staff:
  - Are DBS checked
  - Receive safeguarding training
- Has access to a Designated Safeguarding Lead (DSL)
- Follows clear procedures for reporting concerns, including:
  - Abuse and neglect
  - Prevent duty (radicalisation)

## 4. Staffing and Ratios

- Staffing levels ensure safe supervision at all times
- EYFS ratios are followed where applicable
- Staff are trained and suitable for their roles

## 5. Staff Roles and Responsibilities

Club Manager / Leader in Charge

Responsible for overall management:

- Ensures compliance with Ofsted and school policies
- Oversees safeguarding practice
- Manages staff and organisation
- Maintains records and communication with parents
- Ensures high-quality provision

### Playworkers / Club Staff

Responsible for daily care and activities:

- Supervise children safely at all times
- Deliver engaging and inclusive activities
- Promote positive behaviour
- Support children's wellbeing and development
- Follow safeguarding procedures

### Designated Safeguarding Lead (DSL)

- Leads safeguarding practice
- Supports staff with concerns
- Maintains records and liaises with agencies
- Ensures compliance with safeguarding law

### First Aid Trained Staff

- Provide first aid
- Record and report accidents
- Maintain first aid supplies

### School Leadership (Headteacher / Governors)

- Provide oversight and accountability
- Ensure compliance with Ofsted and legal requirements
- Monitor and review provision

## 6. Health and Safety

The club complies with:

- Health and Safety at Work Act 1974

Procedures include:

- Risk assessments
- Safe indoor and outdoor environments
- First aid provision
- Accident reporting

## 7. Food and Nutrition

- Healthy snacks and drinks are provided
- Food hygiene standards are followed
- Allergies and dietary needs are carefully managed

## 8. Behaviour and Wellbeing

The club promotes:

- Respect, inclusion, and kindness
- Positive behaviour in line with the school policy

Unacceptable behaviour may result in:

- Parent/carer consultation
- Temporary or permanent exclusion

## 9. Equality and Inclusion

The club complies with the Equality Act 2010:

- Ensures equal opportunities for all children
- Makes reasonable adjustments where needed

## 10. Activities and Development

Children have access to:

- Free play and structured activities
- Creative, physical, and social opportunities

Provision supports:

- Personal development
- Confidence and independence

## 11. Admissions, Booking and Payment

- Open to pupils of the school
- Advance booking required
- Payment must follow school procedures

Non-payment may result in loss of place.

## 12. Arrival and Registration

- Children are collected by staff at the end of the school day
- Registers are completed to ensure attendance and safety

## 13. Collection of Children

- Children must be collected by authorised adults
- ID may be requested

### **Late Collection:**

- Additional charges may apply
- Persistent lateness may result in withdrawal of place

## 14. Medication and Medical Needs

- Medication administered with written consent
- Care plans followed for medical conditions

## 15. Emergency Procedures

- Up-to-date contact details required
- School emergency procedures followed
- Parents/Carers informed immediately where necessary

## 16. Record Keeping and Data Protection

The club complies with:

- UK GDPR and Data Protection Act 2018

Records include:

- Registers
- Accidents
- Medical information

All records are stored securely.

## 17. Partnership with Parents/Carers

- Clear communication through school systems
- Parents informed of concerns or incidents
- Feedback welcomed

## 18. Cancellation and Closure

The club may close due to:

- Staff shortages
- Severe weather

- Unforeseen circumstances

Parents/carers will be notified as early as possible.

## **19. Monitoring and Review**

- Provision monitored by school leaders
- Reviewed annually
- Updated in line with legal and Ofsted requirements

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