



# Extra-curricular clubs Policy

This policy was approved and adopted by  
the Headteacher  
in Autumn 2026

It will be reviewed in Autumn 2028



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## Purpose and aims

At Crawley Ridge Infant School, we value the opportunities that lunchtime and after-school clubs provide for children to develop their interests, try new activities and enjoy learning beyond the classroom.

Our after-school clubs aim to:

- provide children with opportunities to explore new interests and develop existing skills
- provide enjoyable and enriching experiences beyond the school day
- support children's social development, confidence and independence
- provide inclusive opportunities that are accessible to all children where possible
- ensure that clubs are well organised and delivered in a safe and supportive environment.

All clubs operate in keeping with our school values of Ready, Respectful and Safe.

## Clubs offered

The school may offer a range of clubs throughout the academic year, depending on staffing, demand, availability and the interests of our pupils.

Clubs may be delivered by:



- Crawley Ridge Infant School staff
- External organisations or specialist providers.

The school will determine which clubs are offered and may review or change the programme where necessary. They are shared on our newsletter and on the school website.

## Booking

Information about available clubs, dates, times and booking arrangements will be shared with parents and carers.

Places will normally be allocated through the school's agreed booking systems. Staff-led clubs are booked via Arbor, while clubs provided by external providers are booked directly with the provider. Further details, including booking arrangements, are provided on the relevant club flyers and on the school website.

Parents and carers should ensure that bookings are made accurately and inform the school if their child is no longer able to attend.

## Staffing and external providers

School-run clubs will be delivered by appropriately appointed Crawley Ridge staff.

Where clubs are delivered by an external provider, the provider will be required to meet the relevant requirements of the TAMAT Lettings Policy and the school's arrangements for safeguarding and health and safety.

External providers will be required to provide appropriate information and documentation before delivering a club, including safeguarding information, DBS checks where required, public liability insurance and relevant risk assessments.

The TAMAT Lettings Policy places responsibility on hirers to provide appropriate safeguarding checks, insurance and risk assessments and to comply with relevant Trust and school policies.

The school will ensure that arrangements are clear regarding responsibility for the children, communication with the school and emergency procedures.

## Safeguarding

Safeguarding remains a priority during all after-school clubs.

All school staff and external providers working with children must follow the school's safeguarding arrangements.



Any safeguarding concern arising during a club will be managed in accordance with the school's Child Protection and Safeguarding Policy.

External organisations working with children will be expected to comply with the safeguarding requirements set out in the TAMAT Lettings Policy. The Trust requires organisations involving work with children to provide their current safeguarding policy and appropriate safeguarding information.

Any concern or allegation relating to an adult working with children will be dealt with through the school's safeguarding procedures.

## Registers and attendance

A register will be maintained for each after-school club.

Staff or the club provider will ensure that children attending are accounted for throughout the session.

If a child is registered for a club but does not attend, staff will follow the school's procedures for checking their whereabouts where appropriate.

Parents and carers should inform the school if their child is unable to attend a club they have booked.

## Collection arrangements: After-School Clubs

Parents and carers will be informed of the collection time when booking a club.

Children will only be released to a parent/carer or another person authorised by the parent/carer in accordance with the school's collection arrangements.

Children must be collected promptly at the end of the club.

For clubs run by external providers, the external provider is responsible for supervising children until they are collected by their parent/carer or authorised adult.

1. If a child is not collected at the agreed collection time:
2. The provider's staff will contact the parent/carer using the contact details held by the school.
3. If the parent/carer cannot be reached, the provider will contact the additional emergency contacts.
4. The child will remain safely supervised by the external provider's staff.
5. The provider will inform the Headteacher or designated senior member of school staff, where a member of school staff is available.
6. If the child remains uncollected and a member of school staff is not available, the provider will follow the school's safeguarding and uncollected child procedures,



including contacting the appropriate school/trust safeguarding contact where necessary.

### **Handover to Graitney Club**

Where children are attending Graitney Club after an after-school club, Graitney staff will collect the children from the agreed collection point at Crawley Ridge Infant School. Graitney staff will have their own register of children attending and will take responsibility for the children once they have been handed over. The children will then join the agreed walking bus to Crawley Ridge Junior School.

If Graitney staff do not arrive at the agreed collection point at the expected time, children will remain safely supervised by the club staff. Staff will contact Graitney using the agreed mobile contact number and, where necessary, use the internal gate to make contact. Children will only be handed over to Graitney staff once an appropriate member of their team is present.

### **Health and safety**

All clubs will operate in accordance with the school's and Trust's health and safety arrangements.

Activities will be appropriately planned and risk assessed, taking account of:

- the activity being undertaken
- the age and needs of the children
- the environment and equipment being used
- any relevant medical or SEND needs.

External providers are responsible for completing risk assessments for their activities and providing these to the school in accordance with the TAMAT Lettings Policy.

Children will be appropriately supervised throughout the club.

### **First aid and medical needs**

Appropriate first aid arrangements will be in place for all clubs. School staff will follow the school's First Aid Policy and arrangements for supporting children with medical conditions.

Where an external provider is delivering a club, the provider will be responsible for meeting the first aid requirements set out in their agreement with the school and the TAMAT Lettings Policy.

The Trust Lettings Policy requires hirers to have a qualified first aider onsite and to take responsibility for medication required by children in their care.



Any accident, injury or significant incident occurring during a club will be dealt with and recorded in accordance with the school's first aid, health and safety and safeguarding procedures. Parents/carers will be informed where appropriate.

### Medication

Where a child attending an after-school club requires medication during the session, the medication will be provided in accordance with the school's Supporting Pupils with Medical Conditions and Medication Policy. Medication will be handed to the designated club staff member by the child's class teacher and administered in line with the child's individual medical arrangements and the appropriate medication form.

Once the medication has been administered, the club staff member will return it to the designated school staff member, who will ensure that it is returned to the child's classroom and stored appropriately. Any medication given will be recorded on the relevant medical documentation.

### Behaviour

The school's expectations for behaviour apply during all after-school clubs. Children are expected to be:

**Ready** – ready to participate, listen and have a go.

**Respectful** – respectful towards other children, staff, visitors, equipment and the environment.

**Safe** – making safe choices and helping others to feel safe.

Staff and providers will use positive and appropriate approaches to behaviour.

Where a child's behaviour presents a significant or ongoing concern, the school will work with the child and their parents/carers to consider appropriate support.

### SEND and Inclusion

We aim to make our after-school clubs as inclusive as possible. The school will consider reasonable adjustments to enable children with SEND or other additional needs to access clubs where appropriate.

Parents/carers are encouraged to share relevant information about their child's needs when booking a club so that appropriate arrangements can be considered.

Where an external provider is delivering a club, the school will work with the provider and family to consider how the child can be appropriately supported.

### Cancellation



The school may need to cancel or change a club because of staff absence, unforeseen circumstances, insufficient numbers or other operational reasons.

Parents/carers will be informed as soon as possible where a club needs to be cancelled.

Where an external provider needs to cancel a club, they should inform the school and contact parents/carers directly to let them know of the cancellation. The provider should also provide parents/carers with information about any alternative session, refund or credit session that may be available.

## Communication

Information about clubs will be communicated through the school's usual communication channels.

Parents/carers will be provided with relevant information about:

- the club
- dates and times
- collection arrangements
- booking arrangements
- any specific equipment or clothing required
- any changes or cancellations.

Parents/carers should inform the school of any changes to emergency contacts, medical information or other information that may affect their child's participation.

## Complaints and concerns

We encourage parents and carers to raise any concerns about an after-school club with the school in the first instance.

Where a club is delivered by an external provider, the school will work with the provider to address concerns where appropriate.

Where a concern cannot be resolved informally, the school's Complaints Policy will apply.

## Related policies and documents

This policy should be read alongside relevant Crawley Ridge and TAMAT policies and procedures, including:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Behaviour Policy
- SEND/Inclusion Policy



**Policy: Wrap Around Care**  
Approval date: Autumn 2026  
Review date: Autumn 2028

- Staff Code of Conduct
- Complaints Policy
- Data Protection Policy
- Emergency Procedures
- TAMAT Lettings Policy