



# All Saints CE (VC) First School

## Policy for Kingfisher Club Procedures

Date: September 2025

Approved by Governors: 4<sup>th</sup> November 2025

To be reviewed: November 2027

## **Purpose**

This policy outlines the procedures for managing attendance, behaviour, and incidents during after-school clubs, including those delivered by external providers. It aims to ensure consistency, clarity, and the safety and wellbeing of all children.

## **Registration**

- All children must report to the Kingfisher Room at 3:30pm for registration.
- Registration will be completed by Mrs Jones or Miss Mason.
- Once registration is complete, children will be released to the club leader (internal staff or external provider).

## **Behaviour and Incident Management**

- Any behaviour or first aid incidents must be referred immediately to Mrs Jones, who will resolve the matter.
- Mrs Jones is the senior point of contact for all after-school club matters between 3:30pm–5:30pm.
- If the Headteacher is on site, Mrs Jones may request their support; otherwise, the Headteacher will be informed of incidents at the earliest opportunity.
- All safeguarding concerns must be reported in line with the school's Safeguarding and Child Protection Policy.

## **Dismissal**

- At the end of the club, children will be dismissed by Mrs Jones and/or Miss Mason to their parent/carer or named collector.

## **External Providers**

- All external providers will have a full DBS check prior to commencement of any clubs, or they must be supervised by a school member of staff during the delivery of the club.
- External providers must follow this policy in full and cooperate with school staff to ensure the safety, behaviour, and wellbeing of pupils.
- Club leaders should report any concerns or incidents to Mrs Jones without delay.

## **Review**

This policy will be reviewed annually or sooner if required.