



Club Booking Policy

Date of Review: September 2026



1. Purpose
This policy sets out the arrangements for the safe supervision of pupils attending extra-curricular clubs and the procedures that will be followed in the event that a club cannot run as scheduled. The policy ensures continuity of care, safeguards pupils, and provides clarity for parents and carers.
2. Scope
This policy applies to all pupils attending school-run or school-approved extra-curricular clubs that take place before or after the normal school day.
3. General Principles
 - The school is committed to ensuring the safety, welfare and supervision of all pupils at all times.
 - All extra-curricular provision operates in line with the school's Safeguarding and Child Protection Policy, Health and Safety Policy, and Wraparound Care Procedures.
 - Appropriate staffing ratios and supervision will be maintained at all times.
4. Club Cancellations and Unforeseen Circumstances
While every effort will be made to deliver all advertised clubs, there may be occasions when a club is unable to run due to unforeseen circumstances, including but not limited to staff absence, operational issues, weather or low attendance.
 - In such circumstances:
Pupils booked into the affected club will be transferred to the school's Wraparound Care provision for the remainder of the session.
 - This will be provided at no additional cost to parents or carers.
 - Parents and carers will not be contacted to collect their child early as a result of a club cancellation.
 - Pupils will remain under the supervision of suitably vetted staff in a safe and secure environment.
5. Safeguarding Arrangements
 - All staff supervising pupils during extra-curricular clubs and Wraparound Care will have undergone appropriate safer recruitment checks, including DBS clearance.
 - A register will be taken and maintained when pupils move from a club to Wraparound Care to ensure accurate handover and accountability.
 - Pupils will not be permitted to leave the school site unsupervised even if they usually walk home.
 - Any safeguarding concerns will be managed in accordance with the school's safeguarding procedures and reported to the Designated Safeguarding Lead (DSL).
6. Collection Procedures
 - Pupils placed into Wraparound Care following a club cancellation must be collected at the either before or at the usual finish times for Wraparound Care.
 - Only authorised adults listed on the pupil's records will be permitted to collect the child.
 - Late collection procedures will be applied in line with the school's Wraparound Care Policy.
7. Parental Responsibility and Communication
Parents and carers are responsible for ensuring that their child is booked into extra-curricular clubs with the understanding that Wraparound Care will be used as a

contingency where required. No refunds or credits will be issued where Wraparound Care is provided as an alternative to a cancelled club.

8. Monitoring and Review

This policy will be reviewed annually by the school leadership team to ensure continued compliance with safeguarding requirements, Ofsted expectations, and local authority guidance.