



Youth Club/After-School Club Policy for Unity Support Network

1. Purpose:

This policy outlines the operational standards and guidelines for the Youth Club/After-School Club offered by Unity Support Network. The aim is to provide a safe, inclusive, and enriching environment for all participating children and adolescents.

2. Scope:

This policy applies to all staff, volunteers, participants, and parents or guardians involved with the Youth Club/After-School Club.

3. Objectives:

- To foster a safe and supportive environment for educational and recreational activities.
- To promote respect, inclusivity, and cooperation among all participants.
- To encourage personal development and a love of learning in a structured after-school setting.

4. Program Activities:

The Youth Club/After-School Club will offer a range of activities including homework help, sports, arts and crafts, technology workshops, and cultural enrichment programs. Activities are designed to enhance educational outcomes, promote physical health, and encourage creative expression.

5. Staff and Volunteer Requirements:



- All staff and volunteers must undergo a rigorous screening process, including Enhanced DBS checks.
- Staff and volunteers are required to participate in regular training sessions on child protection, emergency response, and effective communication with children.

6. Safety and Supervision:

- A minimum of two adults will be present at all times during club activities to ensure optimal safety and support.
- Emergency contact information for each participant must be on file and readily accessible, along with any special medical or care instructions.
- For children with special needs who may require additional support, the involvement of a parent/guardian during regular activities may be necessary. The need for parental presence will be assessed and discussed on an individual basis to ensure that each child receives appropriate and effective support while participating in the club.
- All activities will be supervised with attention to accommodating the diverse needs of all participants, ensuring a safe and supportive environment.

7. Code of Conduct:

- Participants are expected to behave respectfully towards peers, staff, and volunteers.
- Bullying, harassment, or any other form of discrimination is strictly prohibited and will be addressed immediately.
- Staff and volunteers will model positive behaviour and foster a culture of kindness and respect.

8. Parental/Guardian Involvement:

- Parents/guardians are encouraged to participate in specific events rather than regular club activities. This includes outings, trips, and festive celebrations such as Christmas,



Eid, Easter, and other cultural events, enhancing the communal spirit and providing opportunities for families to engage together.

- Regular club activities are designed to foster independence and peer interaction among children without parental presence to encourage personal development and social skills.
- Periodic meetings will be held to discuss the progress of the club, address any concerns, and involve parents/guardians in the ongoing development of the program.
- Feedback from parents/guardians is welcomed and considered essential for the continuous improvement of the club.

9. Incident Management:

- Any incidents or accidents that occur during club activities must be documented and reported to the club coordinator immediately.
- Appropriate measures will be taken to handle incidents and prevent future occurrences.

10. Evaluation and Improvement:

- The effectiveness of the Youth Club/After-School Club will be regularly evaluated through participant feedback, parent/guardian reviews, and staff assessments.
- Suggestions for improvement will be actively sought and implemented to enhance the program.

11. Policy Review:

This policy will be reviewed annually or as needed to ensure it remains effective and relevant to the needs of the participants and the community.



By adhering to this policy, Unity Support Network aims to provide a high-quality, impactful after-school experience that supports the development and well-being of all participants.

Approval:

Miranda Josiah
Founder/Director
Unity Support Network (USN)

Adopted on:	April 2024
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