



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 (USN). 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. Programme 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 programmes. 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.
- All staff and volunteers must follow Unity Support Network's Safeguarding Policies for Children and Adults.

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.
- Personal information about children will be stored securely in accordance with the UK GDPR and the Data Protection Act 2018. This information will only be shared with relevant parties on a need-to-know basis or in the case of a safeguarding concern.
- In line with safeguarding duties, relevant information may be shared with appropriate external agencies (e.g. Local Authority, Social Services) without parental consent if a child is at risk of harm.
- 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 individually.
- If online platforms are used for activities, appropriate safeguarding measures will be in place to ensure digital safety and appropriate interaction.
- 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 such as outings, trips, and festive celebrations like Christmas, Eid, and Easter.



- Regular club activities are designed to foster independence and peer interaction among children.
- Periodic meetings will be held to discuss club progress, address concerns, and involve parents/guardians in the programme's development.
- Feedback from parents/guardians is welcomed and considered essential for continuous improvement.

9. Incident Management

- Any incidents or accidents that occur during club activities must be documented and reported to the USN Safeguarding Lead 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 programme.

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.

Approval:

Miranda Josiah

Founder/Director

Unity Support Network (USN)

Adopted on:	April 2025
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