



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

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## 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)

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