



Active Insight: Evidence in Action



Tip #1147: Structuring Safe After-School Recreation

Overview

After-school recreation programs provide students with valuable opportunities to be active, connect with others and participate in enjoyable movement experiences beyond the school day. These programs also involve specific supervision, safety and logistical considerations that differ from lunchtime activities and curriculum-based lessons. Careful planning helps schools create environments where students can participate safely and staff can manage their duty of care with confidence. Clear procedures for risk management, supervision, attendance and transport support the safe and effective delivery of after-school recreation programs.

Key Teaching Ideas

Safe after-school recreation begins with a clear risk assessment that considers the specific features of the program. This may include supervision levels, changing student numbers, transport arrangements, facility access and activities taking place outside normal school hours. A consistent sign-in and sign-out process helps staff track which students are attending, when they leave and how they are travelling home. This supports accurate attendance records and safe departure procedures.

All supervising staff should be briefed on the program's key protocols, including emergency procedures, student collection arrangements and the steps to follow when a student is not collected on time. Clear and consistent procedures help staff respond confidently to common situations.

Regular communication with parents and carers is also essential. Providing clear information about program times, supervision arrangements, collection procedures and transport expectations helps prevent misunderstandings and supports the safe management of all students.



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Practical Application

- **After-School Risk Assessment:** Complete a specific risk assessment for after-school programs that addresses supervision ratios, facility access, transport arrangements, and emergency procedures.
- **Sign-In and Sign-Out System:** Implement a simple system for tracking which students are present at after-school programs and how each student is getting home at the end of the session.
- **Staff Briefing Protocols:** Brief all supervising staff on after-school program protocols, including what to do when students are not collected at the agreed time.
- **Parent/Carer Communication:** Send clear written communication to families at the start of each term outlining program times, supervision arrangements, and transport expectations.
- **Emergency Contact Verification:** Confirm current emergency contact details for all students enrolled in after-school programs at the start of each term.

Next Steps

[Anywhere PD](#) has resources on safe after-school recreation program design, including risk assessment and supervision frameworks. The [Active Education Australia website](#) also covers extended-hours physical activity program planning.