

EMERGENCY CLOSURE POLICY

1. AIM

The welfare and safety of the children and staff is our main priority. Clubland will take appropriate action to close a setting in an emergency where it is no longer safe or practical for the setting to remain open.

2. EMERGENCY CLOSURE

We may implement the emergency closure of a setting if there is:

- Fire or significant fire damage
- Flooding
- Snow or ice which makes travel to or from the setting unsafe
- High winds or other severe weather which pose a risk to children or staff
- High levels of sickness among staff or children
- An outbreak of infectious illness or a pandemic
- No heating, water or other essential utilities within the building
- Infestation
- Bereavement
- Vandalism or significant damage to the building
- A polling station at the same venue
- Teacher strikes or other circumstances which affect our ability to operate safely
- Any other situation where the safety or welfare of children or staff may be compromised
- Any contractual or operational circumstances which mean that the setting cannot safely or reasonably operate.

3. DURING AN EMERGENCY CLOSURE

In the event of an emergency closure, the Playscheme Manager will take responsibility for the setting and will designate appropriate roles and responsibilities to members of staff.

If children are already attending the setting, parents/carers will be contacted by email or telephone and arrangements will be made for the children to be collected as soon as reasonably possible.

The Playscheme Manager will contact the relevant emergency services or utility providers where required, for example the fire service, gas, water or electricity providers.

Children's information is stored securely on Clubland's digital database. Staff are able to access the information securely from any location when required. No hard copies of children's registration information are kept at the setting.

The designated escape routes for each setting are displayed alongside the fire procedure.

4. REPORTING AND NOTIFICATIONS

Where an emergency closure is required, the Operations & Development Manager will inform the relevant bodies and authorities as necessary, including OFSTED where appropriate.

If there is an outbreak of sickness or infectious illness at one of our settings, we will follow current public health guidance and contact OFSTED where required.

Any emergency closure will be recorded on an incident form and retained in accordance with Clubland's record-keeping procedures.

5. STAFF

Where a setting is unable to operate, contracted members of staff may be relocated to another Clubland venue where possible, to ensure that they are still able to work and are paid in accordance with their contractual arrangements.

6. REOPENING

The setting will only reopen once it has been established that it is safe and suitable for children and staff to return.

Parents/carers will be contacted by email or telephone to confirm when the setting will reopen and provide any relevant information.

7. REFUNDS

Parents/carers will receive a 50% refund for any sessions missed at Clubland as a result of an emergency closure.