

ECCLESALL KIDS CLUB

8.4 Adverse Weather and Emergency Closure Policy

Our Club aims to remain open and provide a service to parents, carers and children at all times and we aim to provide work for all our staff. There may be occasions when the club needs to close for reasons out of our control and this is covered by our Bookings and Payment Policy.

- If school is unable to open for any reason, the club will not be able to open as our premises are located within school, eg if the school heating system were to break or toilet facilities became unavailable due to a burst pipe.
- If school cannot open due to snow, the club will not be able to open
- If the school has to close before the start of the club session due to snow during the day, the club will not open.
- If the club is in session and snowfall levels are becoming hazardous we will ask parents to come and collect their children as soon as possible to enable our staff and themselves to get home safely, just as school would do. Where possible we will retain a core of local staff to care for children who cannot be picked up immediately as long as it is safe for them to do so. Around 50% of our staff live locally so we are limited to how many children we can care for an extended time so we ask for parents consideration in picking up as early as possible just as the School would do.
- If school has to close because of any extreme weather events heat wave, flood etc.
- If events out of our control mean that it is not safe for children or staff to be in our setting
- If Government guidance eg Covid- 19 or other pandemic forces us to close this is out of control or Force Majeure.

Staff Procedure

- If the club is open, we expect staff to attend where it is safe and reasonable to expect them to do so. We will always treat the health and safety of our staff with importance when making any decisions about the continued opening or closure of the club.
- Where staff are likely to be delayed into work they need to keep in touch with the Manager and Deputy on duty.
- Where the member of staff lives a significant distance away (over an hours walk) and they cannot safely walk or take public transport to get into work during snow days or other adverse weather conditions, the member of staff may be entitled to paid leave (to work at home) or if they prefer unpaid leave. The exact arrangements will be in negotiation with the Setting and Business Manager and will depend on the circumstances. Work offered is likely to refresh reading policies from our website or an on linetraining course eg Educare.

- Where the club takes a decision it cannot open or needs to close early, staff who are contracted for that shift will be paid for that shift, the specific arrangements will depend on the circumstances which led to the club not opening or closing and will be discussed with staff concerned.
- We will always aim to operate at our **preferred operating ratio** of 1:9, where we cannot, due to adverse weather conditions eg causing staff or parents to be late. We will invoke emergency procedures asking other local staff to attend (supply staff ,off duty staff, Business Manager and Committee members, in that order) and we will inform parents we can only offer a limited service which may mean less choice of snack, games and play to enable us to maintain safe staff coverage of the club and possibly confine ourselves to a smaller but safe area.
- **To open (and at closure) we must always have at least two staff members for Safeguarding and Lone Working reasons, of which one member of staff must be a Paediatric First Aider. We must meet our minimum ratio of 1:10 staff to children under 8 years of age and 1:15 children over 8 years of age at all times. Should we be unable to meet our minimum ratios we will need to close the club or we may not be able to open until we can meet those ratios.**

Refunds and credits for parents if we close

Where we have to close the club and it is beyond our control we will not provide refunds or credits to parents under most circumstances as we have contracted the staff they must still be paid and as the club operates on a not for profit basis we only keep a small reserve fund for contingencies. Where the club has to close on a prolonged basis eg Covid closure, the Committee will write to parents to discuss what refunds or credits may be given in which circumstances.

This policy was adopted by: Ecclesall Kids Club	Date:14/8/18
Reviewed:2/2/22	Signed: <i>Ecclesall Kids Club Committee</i>