

# CLUBLAND PLAYScheme LIMITED

## Emergency Closure Policy

The welfare of the children is our main priority when having to close a setting in an emergency. In the event of an emergency closure we will contact parents and staff via email or telephone to arrange for the children to be collected.

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

- Fire damage
- Flooding
- Snow
- Ice
- High winds pose a risk to safety of children and staff
- High levels of sickness among staff or children
- Flu pandemic
- No heating or water in our building
- Infestation
- A bereavement
- If there are contractual implications, for example a change to our terms and conditions.
- Vandalism
- Polling station at the same venue
- Teacher strikes

In the event of an emergency closure, the supervisor will be in charge of designating certain roles and responsibilities to each member of staff.

All of the children's information is kept on our database at head office and a hard copy of each child's registration form is kept on site.

If there is an outbreak of sickness at one of our settings we would contact Ofsted and act on any advice given by the Health Protection Agency (HPA).

# CLUBLAND PLAYScheme LIMITED

The supervisor is responsible for contacting relevant services, for example fire service, gas, water and electric. All numbers are displayed at the setting.

Karen Fitzwater will inform the relevant bodies that the setting has closed.

We will record the emergency closure on an incident form and keep it in the Ofsted file.

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

All contracted members of staff will be relocated to another venue for the session to ensure they are still paid.

When the site is ready to reopen we will contact the parents via email or telephone directly from head office.

Parents will be refunded 50% for missed sessions at Clubland due to emergency closure.