

EMERGENCY CLOSURE POLICY

OUR POLICY: If for any reason Round Hill School closes, Roundabout will also be closed, unless parents/carers are informed to the contrary.

STAFF ISSUES: Roundabout maintains a ratio of 1 adult to every 8 children. If our staffing levels fall below this number, our immediate action will be:-

1. Contact parents/carers who have kindly told us which days they may help if such a difficulty should occur. This may enable the club to remain open.
2. If Roundabout cannot remain open then a notice will be placed on Roundabout's window, informing parents/carers that we are closed.
3. All parents/carers will be contacted as soon as possible.

SCHOOL ISSUES:

1. Should the school unexpectedly close for any reason e.g. boiler breakdown, then Roundabout will be closed, until the school re-opens.
2. In adverse weather conditions, the Manager / Deputy Manager will communicate with the school and a joint announcement will be made. This announcement will mean that Roundabout is closed for both the **before** and **after** school sessions.
3. The Manager / Deputy Manager will communicate with the Head of Round Hill School and review the situation on a day to day basis.

The decision to close will only be in very exceptional conditions

If this decision to close the school, has been taken after Roundabout has opened, or staff are having difficulty reaching the club, whereby staffing ratios are not maintained, a sign will be placed on the window explaining that both the school and Roundabout are closed and no more children will be accepted into the club. The Manager / Deputy Manager will then immediately contact as many parents/carers as possible to inform them of this decision.

Roundabout regrets any inconvenience to parents/carers but a decision to close will only be taken for the safety of the children that attend the club.

STAFFING REQUIREMENTS:

If there has been a joint announcement from both the school and the club regarding their closure, the Manager / Deputy Manager will contact all members of staff, informing

them of this decision. When a member of staff has been contacted by the Manager/Deputy Manager and informed that the club is closed, only then will they be paid their contracted hours for that day. If the school and the club are closed but it is still possible for Roundabout staff to attend, then they will be given other duties of benefit to the Club, so that they may maintain their hours.

In the event of the club remaining open during adverse incidents, which may cause delays or difficulties in travelling to work, employees will nevertheless be expected to take reasonable steps to attend for duty and on time and should contact the Manager / Deputy Manager before their contracted hours or as soon as possible, if they are experiencing any difficulties.

Staff must remember in certain conditions travelling may take longer

FAILURE TO ARRIVE/LATE ARRIVAL AT WORK DURING ADVERSE CONDITIONS:

1. If an employee fails to arrive at work on time or does not arrive at all, the Manager will discuss the situation with them at the next session. The Manager will record the meeting and ask the employee to read it and sign if they feel the recorded information is correct.
2. Where the Manager is satisfied that an employee has taken all reasonable steps to reach the club, contracted hours will be paid. Normal payment will also be made in the event of late arrivals during adverse conditions, provided the Manager / Deputy Manager is satisfied as to the reason of the delay.
3. If the Manager considers that the employee has **not** taken all reasonable steps to reach the club, their scheduled hours will be treated as unauthorised absence, and will be without pay.
4. Should an employee disagree with the Manager's decision he/she will be able to refer the matter to the Management Committee through the "Grievance Procedure".

OTHER ISSUES ARISING DURING ADVERSE CONDITIONS:

- The Manager / Deputy Manager will keep reviewing the adverse conditions and take appropriate action, which may include early closure of the session.
- The Manager / Deputy Manager would contact all parents/carers informing them of the decision to close.
- The Manager will ensure that employees, who are likely to face particular difficulties, are permitted to leave work early with no loss of pay, as soon as adult to child ratios permit.