

NETHER GREEN JUNIOR AFTER SCHOOL CLUB Closure Policy

Policy Statement

Nether Green Junior After School Club will make every effort to keep the Club open, but in exceptional circumstances, we may need to close at short notice. If the school is closed or recommend the children go home, then the club will be closed as well.

The following are possible reasons for emergency closure:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Fire or bomb scare/explosion
- Death of a member of staff or child
- Assault on a staff member or child
- Serious accident or illness
- Contagious disease/illness

For closures due to COVID-19 – parents will be charged the same as they would do any absence caused by sickness. If the club is closed then NGJASC will not charge but will ask for donations to keep the club going.

We will do our best to alert all parents of closures but adding the Nether Green Junior After School Club Facebook page will be the most efficient way to get this notice as not all parent contact details are available to the manager from home.

Procedures

Serious weather conditions

1. Switch on local radio stations to check which schools are open
2. Check out local council website and click on “school closures” section
3. Sign up to school closure alerts at <https://www.sheffield.gov.uk/schoolclosures> or with the school admin office.
3. If extreme weather occurs during the day, Nether Green Junior After School Club will keep in touch with the school to decide their course of action.
4. We will ensure that parents are informed at the earliest opportunity of the course of action we have taken.
5. Breakfast club parents can receive a text to say BC is closed, if they have texted the manager to save their mobile number to be stored in the mobile phone.
6. Update Facebook straight away and website if possible, to notify of closure.
7. In the event that NGJASC can't open due to staffing issues but the school is open, parents will not be charged for that session. In cases where some staff can arrive but not all, parents will be asked to collect their children if they can and will not be charged. This allows for those parents who definitely need the childcare to still have the space and for staff to travel home earlier to be safe. In these instances, a safeguarding lead will be available by phone if they cannot make it on site. There will always be a qualified member of staff and a first aider.

Parents/carers are also advised to follow the procedures above as well as:

1. If extreme weather occurs during the day, parents/carers are advised to keep in touch with radio or internet announcement and if unsure contact their child's school for an update.
2. Ring the Manager of Nether Green Junior after school club on 07944253118, email at ngjasc@gmail.com or the check the company website/Facebook for any updates ngjasc.co.uk
3. NGJASC will do their best to make the manager more available than usual for contact via 07944253118, when weather issues are more likely.

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Closures during a Play session

If closure is expected during a play session, Nether Green Junior after school club will contact parents/carers immediately to arrange an immediate collection of their child/ren. If parents/carers could not be contacted and children are still at school, Nether Green Junior after school club will contact the school and advise them of the situation. A child will always remain with 2 responsible members of staff.

Unplanned Closure Policy

Nether Green Junior after school Club will contact parents/carers directly to collect children or advise of closure. The Manager and deputy will assess the situation and depending on the situation will implement flexibility when deciding the most appropriate action plan. The Manager will display signs/messages informing parents where necessary of the closure, i.e. on the school gate and/or on the entrance door.

Payments for unplanned closures

Parents will not be charged for sessions where the breakfast club and after school club are closed. However, money will only be refunded straight away or the current bill adjusted, to those parents who have no sessions booked in for the next term. The amount owed for regular customers will be deducted from next terms bill. Unfortunately, we are not allowed to refund vouchers, the amount owed will be on the customers account as credit, to be used when needed.

Staff Members

NGJASC will take into account employee contracts and follow guidelines given by ACAS when it comes to payment for staff due to travel disruption, bad weather and unforeseen closures of the business.

This policy was adopted at a meeting of	<u>Nethergreen Junior after School Club</u>	name of setting
Held on	<u>March 2022</u>	(date)
Date to be reviewed	<u>March 2023</u>	(date)
Signed on behalf of the committee		
Name of signatory	<u>Tammy Nelson</u>	
Role of signatory (e.g. chair/owner)	<u>Manager</u>	