



# **ROCKS AND PEBBLES LTD**



## **Rocks and Pebbles Extreme Weather Closure Policy**

**Date: February 2020**

**Review Date: February 2021**

**Rocks and Pebbles Ltd is the trading name of Rocks and Pebbles. Limited registered in England and Wales.**

**Registration No: 6415435**

**Director: Kate Asaf**

## ***Extreme Weather Closure Procedure***

Rocks and Pebbles will make every effort to keep the Club open, but in exceptional circumstances, we may need to close at short notice due to extreme weather conditions. This policy will be implemented once the decision has been made to close the club.

In the event that the school closes due to weather conditions before club has started the following steps will be taken:

- Staff will check with school to confirm if any children have already been collected, this will be crossed referenced with the club register to ensure all children are accounted for and those children who have not been collected from school who would have usually been booked to attend after school club for that day will be taken to club as normal.
- Staff will then contact children's parents and carers to come and collect their child.
- If the parent is unable to collect their child at this time they must make arrangements for someone to collect their child.
- If staff are unable to make contact with the child's parent or carer they will attempt to make contact with all other contact numbers on file.
- In the event of staff being unable to contact any parent/carer or any other person on child's file a member of staff will stay with the child until contact is made.

In the event that the club makes the decision to close club while club is running due to weather conditions the following steps will be taken:

- Staff will contact children's parents and carers to come and collect their child.
- If the parent is unable to collect their child at this time they must make arrangements for someone to collect their child.
- If staff are unable to make contact with the child's parent or carer they will attempt to make contact with all other contact numbers on file.
- In the event of staff being unable to contact any parent/carer or any other person on child's file a member of staff will stay with the child until contact is made.

This policy was adopted by: Rocks and Pebbles	Date: February 2020
To be reviewed: February 2021	Signed: