



Emergency Closure Procedure

In certain situations it may be necessary to close Quackers with little advance warning. This may be due to:

- Advised by Hampshire County Council due to staff/children showing signs of serious contagious illness ie: Coronavirus.
- Staff sickness
- The building is considered unfit for purpose (e.g. no water, no heating, flooding)
- Adverse weather conditions. In this case the Quackers Manager will liaise with staff to ascertain whether sufficient qualified people are available to open.
- If Rucstall Primary have a closure we will also be closed.

If Quackers needs to close in an emergency, the following procedures will be put in action:

- The Manager and/or other team members will phone/email the parents of children due in that day to inform them of the closure.
- The Quackers Manager to call the Chairperson and Rucstall Primary School to inform them.

Signed on behalf of Quackers After School Club: _____

Position: _____