



Millbrook Primary School

Unavoidable Kids Club/Mini Kids Wrap Around Care Closure

1. Introduction

There may be occasions when it is necessary for the Head of School to temporarily close, or partially close, **Kids Club/Mini Kids wrap around care** due to circumstances beyond the school's control. In such cases, the school will follow the guidance outlined in this document to ensure that decisions are made appropriately, with the safety and wellbeing of pupils and staff as the primary consideration.

2. Responsibility for Decision Making

The decision to close, or partially close, **Kids Club/Mini Kids wrap around care** rests with the Head of School.

In reaching this decision, the Head of School will:

- Establish the nature and extent of the issue
- Determine whether a full or partial closure is necessary
- Consult with the Executive Headteacher where appropriate
- Implement any immediate actions required to ensure safety
- Arrange any necessary follow-up actions

If the Head of School is not on site, responsibility for decision making will pass to the most senior member of staff available.

3. Establishing the Nature of the Issue

Where a potential issue arises that may affect the safe operation of **Kids Club/Mini Kids wrap around care**, must notify and consult with the Head of School as soon as possible.

Advice will be sought where necessary to determine whether the issue can be resolved without closure, or to ensure that any closure is kept to the shortest possible duration.

Where there is any uncertainty regarding the health and safety of pupils or staff, the Head of School will adopt a precautionary approach.

4. Possible Reasons for Closure

This guidance does not provide an exhaustive list of circumstances that may result in closure. However, closures generally fall within the following categories:

Premises Related Issues

- Breakdown of essential equipment
- Loss of electricity
- Heating failure
- Fire
- Flooding
- Major damage or vandalism
- Safety concerns relating to the premises

Environmental Health

- Epidemics or infectious disease outbreaks
- Environmental pollution
- Loss of water supply

Emergencies

- Severe or adverse weather conditions
- Bomb alerts or security threats
- Police or emergency service activity affecting the site

Personnel

- Significant or unexpected staff absence affecting required staffing ratios
- Industrial action
- Bereavement affecting key staff

5. Missed Sessions Due to Unplanned Closure

Due to statutory staff-to-child ratios and capacity limits within the **Kids Club/Mini Kids wrap around care provision**, it is not possible to reschedule or provide replacement sessions for those missed as a result of an unplanned closure. Nor is it possible to refund a session missed due to unplanned emergency closure.

6. Examples of Unplanned Closure

Unplanned closures may include, but are not limited to:

- Emergency closure
- Closure beyond the school's control
- Force majeure circumstances
- Health and safety concerns

In these circumstances, families will not normally receive a credit or refund because:

- The closure has been made for health and safety reasons
- The circumstances were unforeseen
- The situation was outside the school's control
- The provision did not close for operational convenience