

Richmond Hillbillies

Policies and Procedures

2020/2021

Richmond



Hillbillies

Emergency Closure

In very exceptional circumstances, Hillbillies may need to be closed at very short notice due to an unexpected emergency. This may be because of an emergency within the club or school.

Such incidents could include:

- Serious weather conditions
- Heating system failure
- Discovery of dangerous structural damage
- Serious accident or illness

If Hillbillies cannot open because of an emergency closure of the school during school time parent/carers should heed the information school supplies through its regular channels i.e.: notification on the school text messaging service, School website/ App or information given through TRAX FM and make arrangements to collect their child from school. **Hillbillies will not open in such circumstances.**

If Hillbillies has to close during a session the manager and staff will ensure all steps are taken to keep both children and themselves safe. All staff will assemble in a pre arranged venue where a register will be taken. Steps will be taken to inform parent/carers as above and request prompt collection. Hillbillies will take the necessary actions in relation to the cause of closure. All children will be supervised until they are safely collected.

Please inform us of any changes to the contact details we hold as soon as possible.

Covid 19 alterations Hillbillies will follow school Policy & Procedures connected to any closure required through the current Covid 19 crisis.