

# HUCKNALL NATIONAL OUT OF SCHOOL CLUB

## SNOW/BAD WEATHER PROCEDURE

The Out of School Club will, wherever possible, remain open, however in the event of snow/bad weather conditions it may be the case that we would need to close to ensure the Health and Safety of parents, children and staff.

In the event of snow/bad weather the following procedures will apply.

### TERM TIME PROCEDURE -

- **Morning sessions**

If the Headteacher at Hucknall National Primary School (the School) deems that the School site is too dangerous to be open, then a text will be sent to all parents and carers by the School as early as possible in the morning to advise that the School will not be open. Closure of the School also means that the OOSC is not permitted to open either and parents and carers should not attempt to drop their child/children at the OOSC as the school gates will be closed and there will be no OOSC staff available.

- **School closure between 8.50 am and 3.30 pm**

If the Headteacher takes the decision to close the School during school hours, then parents and carers should collect their child/children as directed by the School's instructions. Closure of the School also means that the OOSC is not permitted to open either at 3.30 pm and parents and carers should not assume that their child/children may go through to the OOSC as usual as there will be no staff available.

- **Afternoon sessions**

In the event of snow/bad weather conditions in the early afternoon (but School remains open until 3.30 pm as usual), discussions will take place between the School's Site Manager, the OOSC's Supervisor and the Committee's Chairperson as to whether the OOSC will close earlier than 6.00 pm.

Parents and carers will be contacted (via telephone or text) by the OOSC to advise them of the decision reached to close the OOSC early and parents and carers will be requested to collect their child/children within two hours of receiving the telephone call to ensure staff get home safely in accordance with the Committee's duty of care.

In these instances staff who were due to be working will be paid as normal.

### HOLIDAY CLUB PROCEDURE -

If heavy snow falls overnight discussions will take place between the School's Site Manager, the OOSC's Supervisor and the Committee's Chairperson as to whether the school site is safe for the OOSC will open. If a decision is made that the Club should close parents of children who were due to attend the club will be contacted by text or phone call as early as possible in the morning to advise them of the closure. Parents and carers

should not attempt to drop their child/children at the OOSC as the school gates will be closed and there will be no OOSC staff available.

In the event of snow/bad weather conditions during the day discussions will take place between the School's Site Manager, the OOSC's Supervisor and the Committee's Chairperson as to whether the OOSC will close earlier than 6.00 pm.

Parents and carers will be contacted (via telephone or text) by the OOSC to advise them of the decision reached to close the OOSC early and parents and carers will be requested to collect their child/children within two hours of receiving the telephone call to ensure staff get home safely in accordance with the Committee's duty of care.

If a decision is made to close the Club staff who were due to be working will be paid for the hours they were due to work.

- **Nomination of a representative**

All parents are asked on an annual basis to nominate a representative to collect their child/children if they are unable to do so in the event of snow/bad weather conditions.

This procedure was adopted by the committee of Hucknall National out of School Club.