



Childcare Specialists in Nursery, After School and Holiday clubs.

Closing the Unit in a Major Incident.

In very exceptional circumstances, The Big Adventure Club may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

- Serious weather conditions
heating system failure
- Burst water pipes.
- Discovery of dangerous structural damage.
- Fire or bomb scare/explosion.
- Death of a member of staff.
- Serious assault on a staff member by the public.
- Serious accident, illness or infectious disease.

In such circumstances, the Manager and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue, where a register will be taken.

Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

The children if necessary will be transported to one of our other units located in the closest proximity to the unit being closed.

In the event of the holiday club being closed due to a major incident the children will relocate if necessary to the Link Centre in West Swindon.

In the event of closure due to circumstances beyond our control, for example Weather, an outbreak of illness or infectious disease enforcing a school / Nursery closure, refunds or replacement sessions will only be offered if the unit is shut for five consecutive days or more.