



'At Bright Stars Plymouth CIC we promote equality between all people regardless of their sexual orientation, religion, race, gender or disability'

Review Date : May 2026

Procedure in the event that the club is unable to operate

Policy Statement

The club will endeavour to operate at all times. However, in unforeseen circumstances, it may be in the best interest of the children's safety that the club does not operate.

Procedure

In the event that the manager/support staff are unable to work, as much notice will be given to the parents/ carers to ensure suitable childcare arrangements can be made. However, in the event that the club cannot operate at short notice, the manager will inform the chairperson and together they will contact parents and advise them of the situation.

Fees will be credited if the club cannot operate as planned

For the remainder of the session, the children will be kept safely inside until they are collected by the approved person/s identified in the registration form.

In the unlikely event that the fire alarm sounds, the fire safety and evacuation procedure will be followed. (See the Fire Safety and Evacuation Policy) Children and adults will safely make their way to the fire assembly point by the grass near the Buddy Bench where the register will be called.



This policy will be reviewed annually

This policy was updated May 2024

Signed

(Chairperson)