Temporary or Emergency Closure of a Club

Out of School Childcare Clubs need to be prepared for unforeseen circumstances and the possibility that they may need to close their setting on a temporary basis or evacuate due to an emergency that is beyond their control. Clybiau Plant Cymru Kids' Clubs has provided a range of resources to support settings through a temporary and/or emergency Club closure.

There are varying reasons why such closures may be necessary, for example:

- Fire
- Extreme weather conditions such as flooding
- An outbreak of a notifiable infection, or a national/global pandemic
- An act of terrorism
- Power cut or gas leak
- Issues preventing access (for example building works, or host premises closure such as a school/community centre)

If you can't operate as normal, there are things you would need to do: from calling all staff and parents/carers to let them know what's happened, to being able to make arrangements with insurers and regulators.

To support you to effectively plan for such circumstances, we have developed a range of resources which are available on the members area of our website. To find out more about becoming a member, click here.

Although many of the resources listed below were developed in response to the Covid-19 pandemic, they are applicable and can be easily adapted to cover more generic reasons for an emergency and/or temporary closure.

Please note that all templates should be amended for your specific circumstances, and you will need to ensure that you keep them updated with any future changes to guidance.

Temporary Closure of Club (Parents)	Sets out how you will notify families and keep in touch throughout the closure and your expectations about fee payment.
Temporary Closure of Club (Staff)	Includes your responsibilities to staff in circumstances of closure.
Emergency Procedures	Includes emergency procedures to be practiced that apply in a number of situations where an emergency evacuation of an area might be necessary. As well as fire routines, they include a situation where it is necessary to get everyone inside a building urgently.
Keeping in Touch Log – Furlough	A useful template to support communication with furloughed employees. One way in which employers can support the health and wellbeing of their furloughed employees, is by continuing regular communication, facilitating two way discussion to enable employees to remain informed but also

	to provide them with an opportunity to feedback about their health and wellbeing, including their concerns and queries.
Maintaining Engagement with Children and Parents/Carers during Covid-19	Includes ideas for engagement and suggests online platforms to use.
Returning to Club after Temporary Closure- Consultation with Staff	Supports clear consultation and communication with staff prior to a return to work
Questionnaire to Ascertain Places Take Up Post Covid 19	To ascertain potential demand for childcare places (which could be used for previous service users and potential new service users).
Creating an Online Survey for Parents	A useful guide to support you to develop an online survey to gather data/feedback
Promoting Positive Mental Health in children after reopening	A guide that will support you to consider ways of promoting children's mental health.
Supporting Good Mental Health Policy	Currently in development. This policy sets out how the Club endeavours to create a positive and safe place for everyone.

Don't forget our staff are here to help you. Contact your local office and one of our staff will be in touch.

Keep smiling, keep playing #Diolch!

Cardiff Office:info@clybiauplantcymru.org
Colwyn Bay Office: info-nw@clybiauplantcymru.org
Cross Hands Office: info-ww@clybiauplantcymru.org

Cau Clwb Dros Dro neu mewn Argyfwng

Mae angen i Glybiau Gofal Plant Allysgol fod yn barod ar gyfer amgylchiadau annisgwyl a'r posibilrwydd y gallai fod angen iddynt gau eu lleoliad dros dro neu ei wacáu yn achos argyfwng sydd y tu hwnt i'w rheolaeth. Mae Clybiau Plant Cymru Kids' Clubs wedi darparu amrywiol adnoddau i gefnogi lleoliadau drwy'r broses o gau Clwb dros dro a/neu gau Clwb mewn argyfwng.

Mae rhesymau amrywiol dros yr angen am gau o'r fath, er enghraifft:

- Tân
- Amodau tywydd eithafol megis llifogydd
- Brigiad haint hysbysadwy, neu bandemig cenedlaethol/byd-eang
- Brawychiaeth
- Y cyflenwad pŵer yn methu neu nwy'n gollwng
- Anawsterau'n atal mynediad (er enghraifft gwaith adeiladu, neu gau'r adeilad sy'n lletya, er enghraifft ysgol/canolfan gymunedol)

Os na allwch weithredu yn ôl eich arfer, mae pethau y byddai'n rhaid i chi eu gwneud, o ffonio'r holl staff a'r rhieni/gofalwyr i roi gwybod iddyn nhw beth sydd wedi digwydd, i allu trefnu gydag yswirwyr a rheoleiddwyr. Er mwyn eich cefnogi i gynllunio'n effeithiol ar gyfer amgylchiadau o'r fath, rydym wedi datblygu ystod o adnoddau sydd ar gael ar ardal aelodau ein gwefan. I wybod mwy am ddod yn aelod, cliciwch yma.

Er i nifer o'r adnoddau a restrir isod gael eu datblygu mewn ymateb i bandemig Covid-19, maent yn rhai y gellir eu cymhwyso a gellir yn hawdd eu haddasu ar gyfer rhesymau mwy generig dros gau mewn achos o argyfwng a/neu gau dros dro.

Cau Clwb Dros Dro (Rhieni)	Mae hwn yn gosod i lawr sut y byddwch yn hysbysu teuluoedd ac yn cadw mewn cysylltiad drwy'r cau, a'ch disgwyliadau ynghylch talu ffioedd.
Cau Clwb Dros Dro (Staff)	Mae hwn yn cynnwys eich cyfrifoldebau tuag at staff mewn amgylchiadau o gau.
Gweithdrefnau Brys	Mae hwn yn cynnwys y gweithdrefnau brys sydd i'w harfer, rhai sydd yn gymwys mewn nifer o sefyllfaoedd lle gallai gwacáu ardal ar frys fod yn Maent, yn ogystal â'r drefn arferol mewn achosion o dân, yn cynnwys sefyllfa lle mae angen cael pawb i du mewn adeilad ar frys.
Log Cadw mewn Cysylltiad – Saib Swydd	Mae hwn yn dempled defnyddiol i gynorthwyo cyfathrebu â chyflogeion ar saib swydd. Un ffordd y gall cyflogwyr gefnogi iechyd a llesiant eu cyflogeion sydd ar saib swydd yw drwy barhau yn eu cyfathrebu rheolaidd, gan hwyluso trafodaeth ddwyffordd fel bod cyflogeion yn dal i dderbyn gwybodaeth ond hefyd i roi cyfle iddynt adrodd yn ôl ynghylch eu hiechyd a'u llesiant, yn cynnwys eu pryderon a'u cwestiynau.

Cynnal Ymgysylltiad â Phlant a Rhieni/Gofalwyr yn ystod Covid-19	Mae hwn yn cynnwys syniadau am ymgysylltu ac yn awgrymu llwyfannau ar-lein i'w defnyddio.
Dychwelyd i'r Clwb wedi Cau Dros Dro – Ymgynghoriad â'r Staff	Mae hwn yn atgyfnerthu ymgynghori a chyfathrebu clir gyda'r staff cyn dychwelyd i'r gwaith.
Holiadur i wybod pa nifer o Leoedd a Gymerir wedi Covid-19	Mae hwn er mwyn gweld pa alw posibl a fydd am leoedd gofal plant (y gellir ei ddefnyddio yn achos cyn-ddefnyddwyr y gwasanaeth a defnyddwyr newydd posibl y gwasanaeth).
Llunio Arolwg Ar-lein ar gyfer Rhieni)	Arweiniad defnyddiol i'ch helpu i ddatblygu arolwg ar-lein i gasglu ynghyd ddata/rhoi adborth
Hybu Iechyd Meddyliol Cadarnhaol mewn Plant wedi ailagor	Arweiniad a fydd yn eich cefnogi i ystyried ffyrdd o hybu iechyd meddyliol plant
Polisi Atgyfnerthu Iechyd Meddyliol Da	Mae hwn yn cael ei ddatblygu ar hyn o bryd. Mae'r polisi hwn yn gosod i lawr sut y mae'r Clwb yn ymdrechu i greu lle cadarnhaol a diogel i bawb.

Peidiwch ag anghofio, mae ein staff yma i'ch helpu. Cysylltwch â'ch swyddfa leol a daw un o'n staff i gysylltiad â chi.

Daliwch i wenu, daliwch i chwarae #Diolch!

Swyddfa Caerdydd:info@clybiauplantcymru.org
Swyddfa Bae Colwyn: info-nw@clybiauplantcymru.org
Swyddfa Cross Hands: info-ww@clybiauplantcymru.org

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