



# GLEN URQUHART CHILDCARE

Scottish Charitable Incorporated Organisation SC024692

## **CLOSING DOWN POLICY**

The Glen Urquhart Childcare Centre is a charitable organisation reliant on external financial support from Highland council for funded Early Learning and Childcare as well as income generated from our clubs (breakfast, out of school and holiday) and our own fundraising efforts to ensure the continued day to day running.

- The Trustees shall ensure, to the best of their ability, that at no time is the Centre operating insolvently.
- In the event of a failure to secure funding to operate the service, the Trustees shall endeavour that a minimum of four-week notice of intent to close the service will be given to staff, volunteers, and users.
- Staff shall be given the required statutory notice and any payments due, such as holiday pay accrued, if funds permit
- The Centre shall strive to ensure that all outstanding bills are paid in full and that all monies due to the Centre are collected.
- Staff shall be directed to the Citizen's Advice Bureau and Job Centres for appropriate advice on benefits and employment opportunities.
- Other professionals will be called upon to offer as much support to staff and other Centre users, in any aspect needed.
- Volunteers shall be given details of volunteer support agencies.
- Users shall be directed to the Childcare Information Service for advice on alternative childcare in the area.
- In disposing of Centre assets, the Board shall follow the Scottish Charitable Incorporated Organisation constitution SC024692 and distribute the assets to charities with similar aims after settlement of any outstanding debts.
- The Board of Trustees will ensure that they follow guidelines for the closure of the Centre by informing the Care Inspectorate, Highland Council Early Education, and HMRC.

- The Board of Trustees will take advice from Highland council to ensure arrangements are made for the confidential storage of relevant documents / paperwork relating to financial details / accounts, accidents logs, child protection etc as required.

Closure of the Centre may be considered under specific circumstances, including but not limited to:

- Sustained loss of funding or financial insolvency
- Statutory compliance issues that prevent safe operation
- Building safety concerns or loss of premises
- Other serious operational or emergency situations affecting the ability to deliver safe care

**Before making any decision to close the Centre, the Board will seek advice from their local Childcare Partnership and any other relevant parties. Meetings with staff and members will also take place to identify strategies to maintain the on-going of our valued community facility.**

Reviewed by: Sian Tembo (Manager)  
Date last reviewed: January 2026  
Date of next review: September 2027

