

Elected Member Briefing Note Title	Temporary closure of Sandwick Out of School Club
Elected Member Briefing Note No.	2025-12

About this Briefing Note

Briefing by: Chloe Kerr, Quality Improvement Officer (ELC)
 Date: 07/11/2025
 Subject: Sandwick Out of School Club

Public / ~~Exempt~~ / Confidential
if exempt or confidential explain risks and consequences.

Purpose

The purpose of this briefing note is to outline the current position of Sandwick Out of School Club.

Background

Sandwick Out of School Club is currently closed. This is due to significant staffing challenges which means the club is unable to operate safely and within required ratios.

Sandwick Out of School Club is usually open:

Monday - Thursday, 3pm – 5pm
 Friday: 2pm – 4pm

The club has been closed since September 2025 and remains closed until staffing is in place.

Eleven children from seven families were registered to use the service in term 1. Numbers of children registered for each day range from 1 child to 8 children.

Key points

- The Out of School Club is a regulated service, with the Care Inspectorate acting as the regulatory body.
- Staffing levels must comply with regulatory requirements, and all staff working in the Out of School Club must be registered with the Scottish Social Services Council (SSSC).
- The ELC/OOSC Manager post has been vacant since Monday 25 August 2025. This role has been advertised; however, no suitable candidates were identified. The post has now been re-advertised as of Friday 7 November, with applications open until 23 November.

- Long-term staff absences, combined with a vacant Support Worker post, mean that there are currently no available staff to operate the Out of School Club. Recruitment processes for the Support Worker position are ongoing.
- Regular communication has been shared with parents and carers throughout this period to provide updates.
- Central staff continue to contact members of the staffing supply list frequently to identify available, appropriately registered staff who can support the service.

Overview

Sandwick Out of School Club has been temporarily closed due to significant and ongoing staffing challenges. As a regulated service, the Club must meet Care Inspectorate staffing ratios, and all staff must be registered with the Scottish Social Services Council (SSSC). At present, there are no available staff who meet the required qualifications and registration, meaning the service cannot operate safely. All options within the school and ELC setting have been explored.

The ELC/OOSC Manager post has been vacant since August, and despite recruitment efforts, the role remains unfilled. Long-term staff absences and a vacant Support Worker post have further reduced staffing capacity. Recruitment for these posts is ongoing, and central staff are in frequent contact with the school and regularly reviewing the supply list to identify available staff.

Alternative arrangements have been explored, including offering families the option to use Islesburgh Out of School Club during the holiday period.

We fully recognise the disruption and inconvenience this closure causes families. Recruitment and staffing solutions remain a priority, but we cannot operate a regulated childcare setting without appropriate, qualified staff. Further updates will be shared with families as soon as they are available.

As soon as there is sufficient staffing in place, the service will reopen, even if this initially involves a reduced number of days.

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