



# Adverse Weather Conditions Policy

*Available in the Visitor and Staff Policy Folders*

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## **Introduction**

The Gooseberry Bush Day Nursery expects all employees to make every reasonable effort to attend work. The purpose of this document is to provide guidance and outline the responsibilities for employers and managers for attendance at work in the event of adverse weather conditions and/or major disruptions to public transport.

The guidelines are applicable to all employees and volunteers working at the GBDN.

## **Manager Role and Responsibilities**

The GBDN recognises the need to safely maintain services during adverse weather conditions whilst also ensuring the continued well-being and safety of staff whilst properly discharging its duty of care to employees.

Employees should NOT put themselves at unnecessary risk and in this regard, employees should use their own judgement and pay due regard to severe weather warnings.

The Managers decision on the opening or closing of the nursery will be taken in accordance with information issued or sought from authorities such as the police, weather centre, and public transport and motoring organisations, to determine the prevailing weather conditions and the advisability of travel.

This policy will be reviewed if relevant legislation or good practice guidance changes.

## **Reporting to Work**

If there are no specific local instructions, employees should report that they are unable to attend work as early as possible, and no later than 2 hours after the time they would be expected to start work.

For instance if your shift was due to start at 8am, you need to inform nursery by 10am at latest!

The Manager should consider the following options and agree with the employee either:

- To take the day/s as annual leave
- To take the day/s as lieu time
- To take unpaid leave
- To work the appropriate extra hours unpaid
- A combination of the above

These options are not exhaustive and other solutions may be considered. It may be appropriate to consider whether an employee do a different shift subject to agreement between relevant managers and health and safety requirements. This would also be on the understanding the employee can perform duties that are relevant to their normal workload.

Individual circumstances of the employee must be taken into consideration, including:

- proximity of their home to work.
- their regular mode of transport used to attend work (walking, car, train, etc.)
- individual requests from people with a disability that may present additional barriers to attendance (using a wheelchair, etc.)
- caring responsibilities that may present additional barriers to attendance.

Should the weather conditions lessen throughout the day then the employee will be expected to attend their base of employment at their manager's request.

## **Journey home from work**

Where worsening weather conditions affect an employee's journey home from work, their manager may authorised them to leave work early without loss of pay. Staff who live near to nursery will be asked to cover staffing ratios as needed.

## **Collection of children due to adverse weather**

If adverse weather occurs whilst children are in our care, the nursery will notify parents/carers of our decision to open or close, so that they can collect their children as soon as possible or contact their own work.

The GBDN will communicate with parents/carers via the following methods:

- ClassDojo
- Facebook Page
- Email
- Telephone
- Radio Station (ie. Pirate FM, Heart, Radio Cornwall)
- Rosemellin Community Primary School

If children are still at nursery by 5pm – staff will phone parents/carers and emergency contacts again to confirm who is on the way to collect the child, and when they expect to arrive.

If children are still at nursery by 5:30pm, staff will phone parents/carers and emergency contacts again to check their progress and to receive an expected pick up time.

If children are still at nursery by 6pm (usually closing time), and no parents/carers or relatives have been in contact with the nursery or answered previous calls from nursery, the DSL or DDSL will contact MARU and seek advice.

## **Passwords and collection of children by others**

All families are required to set a password for their child when they first arrive – this way in situations where parents/carers are unable to collect, an approved person by parents can collect in their stead.

Adverse Weather Conditions are no different.

If a parent/carer is unable to collect their child during adverse weather conditions, they can ask a family friend or relative to collect their child instead.

Families are asked to inform nursery ahead of time if someone other their child's parents/carers will be collecting them so nursery can continue to safeguard the child whilst with them. Parents/carers can do so by calling us, emailing, or messaging on ClassDojo.

If their child is still at nursery by 6pm (usually closing time), and the stated emergency contact has not arrived to collect, the GBDN will call parents/carers again to inform them that their child is still at nursery, and to confirm that the chosen-person is on the way to collect.

**Signatory, Review & Update Section:**

|                                           |                                |                         |                     |
|-------------------------------------------|--------------------------------|-------------------------|---------------------|
| Signed by the Manager, on behalf of GBDN: |                                | <div>C. Buscande.</div> |                     |
| Reviewed on:                              | 3 <sup>rd</sup> September 2021 | Updated?                | YES / <del>NO</del> |
| Reviewed on:                              | 19 <sup>th</sup> April 2024    | Updated?                | YES / <del>NO</del> |
| Reviewed on:                              |                                | Updated?                | YES / NO            |