



SEVERE WEATHER POLICY AND PROCEDURE

Definition

Severe weather is heavy rain, snow or high winds that lead to transport problems such as dangerous driving conditions, buses not running, roads blocked by snow or fallen trees, flooding etc.

Principals

- At St Paul's Walden nursery the safety of all is our first consideration.
- We believe no member of staff, student, parent should be put at risk attempting to get to the nursery in dangerous conditions on what may be a futile journey.
- Staff must phone in by 7.30am if they are unable to come to work because of severe weather conditions, The Manager will try where possible to call in support staff or agency staff to cover staff absences. If we cannot get cover staff to cover the legal ratios and there isn't available transport and we feel it is too dangerous for staff to travel to the nursery the Nursery Manager and committee will make the decision to close the nursery.

Policy Adopted by St Pauls Walden Nursery

Signature

Signature

Review Date

March 2017

Position: Committee Chair

Position: Manager

March 2018

- A decision to close must be taken early and communicated by telephone and email to everyone before they leave home on what may be a dangerous but unnecessary journey.
- An early decision to close on a morning when conditions improve later on is better than a decision to stay open on a morning where conditions don't improve and someone gets hurt or killed. If there is any doubt the nursery manager or director should close.
- If the weather deteriorates during the day the Nursery Manager and the committee will meet to decide if early closure contingencies should be initiated.

The decisions

-In the event of adverse weather or other problems and once the decision is made to close, the Nursery Manager and Deputy Manager will telephone and email all parents/ staff from 8:30am in the morning. Parents will not be given their money back or exchange a child's day if we decide to close because of bad weather. The decision to close the following day won't be made until the following morning before the nursery opens.

Policy Adopted by St Pauls Walden Nursery

Signature

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Review Date

March 2017

Position: Committee Chair

Position: Manager

March 2018