

ADVERSE WEATHER POLICY

Purpose of the policy

Ramas Daycare aims to ensure we are prepared for adverse weather such as snow. We will make every effort to keep the nursery open in adverse weather and to cause as little disruption as possible. In the Autumn/Winter months, the weather forecast is checked every Friday for the next week, for the nursery to gain an insight of the weather in advance.

Who is responsible?

It is the responsibility of the nursery management to regularly check the weather forecast to ensure they are prepared for any adverse weather. Staff are expected to attempt to get to work, regardless of how they normally travel to the nursery.

If the nursery decides to close, parents/carers should check their emails and texts every evening from the day of the nursery closure to check whether the nursery will be open or remain closed. Management will ensure that emails and texts will be sent to parents/carers to notify them of the decision of the nursery remaining closed or being open.

How this policy is implemented

We will adhere to OFSTED requirements for ratios and would work on the number of children who have arrived at the nursery and who are due in on that day.

All staff must check their route to work and telephone management on the early shift, prior to the nursery opening, to advise of their expected arrival time at nursery.

Depending on the severity of the weather the opening hours of the nursery may be reduced. This decision will be made by the nursery manager or senior staff. Parents or carers arriving at nursery should be aware that they may need to stay with their child to maintain the required ratios until staff have arrived.

Senior Staff will cascade to all staff the information to be given to parents when they contact the nursery. If parents/carers require further information, then the query will be referred to a senior staff member.

If children that would usually attend nursery are not attending because of the severe weather conditions, parents/carers should contact nursery as early as possible to assist senior staff on planning staffing, ratios, opening hours and catering.

Nursery closure

In the event of staff shortages, bank staff and off duty staff will be contacted to come into work. If ratios cannot be maintained or if we feel the safety health or welfare of the children is compromised, then we will take the decision to close the nursery.

If this is the case, the nursery management team will telephone parents as soon as possible. If high snow fall is forecast during the day, then a decision will be made by

management as to whether to close the nursery early and parents will be contacted to arrange early collection of their children. Management will notify the parents and staff each evening if the nursery is unable to open the next day. No refunds will be offered due to closure for adverse weather conditions. If closed a notice will be placed on the front door to inform unplanned visitors.

Staff expectations

Staff who attend will be recognised as attending for their scheduled working day.

Staff due to attend a planned training course should make contact to ensure the venue and trainer are available and make every reasonable effort to attend.

Staff at nursery will carry out tasks such as children's records, updating displays, stock taking, and other activities required for the operation of the nursery as directed by the nursery manager. If the nursery is closed due to the adverse weather, management will make the decision on how staff will use this time off, whether it may be paid training for a few hours, or using annual leave entitlement, or unpaid days off.

The following attendance arrangements will apply for staff and students employed Ramas Daycare in such circumstances. Agency personnel are not employed by Ramas Daycare and must refer to their own employer for guidance and attendance arrangements.

Emergency procedures

Nursery management will ensure they are on site until all children have been collected by their parent/carer. If the parent/care is unable to collect, and someone else is to collect the child. The parent must contact the nursery to explain who will be picking the child up, describe the person, and provide a password for the person who is collecting.

In the event of a loss of power, which affects the telephone system and prevents email communication the emergency nursery mobile will be activated for incoming calls.