



# Adverse Weather Policy and Procedures

## 1. Statement of Purpose

To ensure the safety and well-being of all employees, children, and parents during adverse weather conditions, and to outline the steps and procedures for closing when necessary.

## 2. Scope

This policy applies to all employees, children, and parents associated with the Early Learning and Childcare (ELC) Old Rayne Preschool.

## 3. Policy Statement

Old Rayne Preschool is committed to ensuring the safety of all individuals during adverse weather conditions. This policy outlines the procedures to be followed in the event of severe weather that may necessitate closure.

## 4. ELC Setting Procedures

Following the established procedures during adverse weather conditions is crucial for ensuring the safety and well-being of all employees, children, and parents. By adhering to these guidelines, we can effectively manage risks, maintain clear communication, and ensure that everyone knows their responsibilities. This collaborative effort helps us navigate challenging weather situations smoothly and ensures that our setting remains a safe environment for all.

- **Monitoring Weather Conditions** - The manager will monitor weather forecasts and warnings from reliable sources such as the Met Office.
- A decision to close the setting will be based on the severity of the weather and the potential risk to safety.
- **Communication** - The decision to close the setting will be communicated to all employees and parents as early as possible via email, and the nursery's social media channels for example messenger.
- Updates will be provided regularly to keep everyone informed of the situation.
- **Employee Responsibilities** – Unless otherwise advised, employees are expected to make every reasonable effort to attend work, considering their safety

and the safety of others. If it is unsafe to travel, employees must inform their manager as soon as possible.

- Employees may be required to work from home if feasible or unpaid leave if they are unable to attend work.
- **Notifications** will be made as soon as the decision to close is confirmed, following the required protocols.
- **Keep records of the procedure** in line with the care inspectorate's guidance on Records that all registered children and young people's care services must keep and guidance on notification reporting.

## **5. Parent Responsibilities**

Parents are advised to check for updates from the nursery regarding closures. Parents should ensure they have alternative childcare arrangements in place in case of closure.

## **6. Health and Safety Considerations**

Risk assessments during adverse weather are vital for identifying hazards and ensuring safety. By evaluating risks like snow, ice, and strong winds, we can prevent accidents and protect everyone at the setting. This proactive approach demonstrates our commitment to maintaining a safe environment, even in challenging conditions.

- Risk assessments will be conducted to evaluate the safety of the premises during adverse weather.
- The service will ensure that pathways and entrances are cleared of snow and ice to prevent accidents.
- Heating and lighting will be maintained to ensure a safe environment within the premises.

## **7. Closure Procedures**

In the event of a decision to close the premises, the manager will ensure that all children are safely collected by their parents or guardians.

Old Rayne Preschool will remain closed until it is deemed safe to reopen.

## **Monitoring this policy**

This policy will be reviewed annually or following any significant adverse weather event to ensure its effectiveness and relevance.

## **Legislation**

This policy is in line with the Health and Safety at Work Act 1974 and the Employment Rights Act 1996, ensuring that employees are not subjected to any detriment for refusing to attend work due to unsafe conditions

### **Links to national policy and guidance:**

Please refer to the EYS Early Years External guidance glossary which can be found within MyEYS for the most up to date links.

The purpose of this Early Years External Guidance Glossary is to offer a comprehensive collection of links and documents from external organisations. These resources form the foundation of the policies and procedures used within your ELC setting.