

Severe Weather and interruptions to essential utilities Procedure

Severe Weather

Staff:

In the event of severe weather conditions occurring such as snow or flooding please make every effort to get to work where safe to do so. If the weather conditions are too dangerous please phone a manager or person in charge as soon as possible so that alternative arrangements can be made.

If you are in a position to make it to work where others are unable and were not on the rota for that day, in order to try and keep the nursery open we will contact you to see if you are able to cover, any hours covered will be in addition to your normal working hours.

If you are unable to make a shift you will not be required to do the hours at another time and you will not be paid for any hours you lose.

If in the event that nobody is able to get to work we will have to close the nursery/club, managers responsible for that day must ensure all relevant parents are contacted to explain the situation. Staff wages will not be paid for closure days of minimal days, extended closure periods will be covered by temporary lay off and statutory guarantee pay where relevant.

Parents:

Payments

In the event of the nursery / club closing fees will not be expected to be paid for closure, in most occasions this will only be the case for one day, we will make every attempt to ensure the setting reopens again the next working day.

If in the event of severe weather occurring or emergency situation after a shift has begun a decision will be made by the person in charge if and when to close the setting, staff will be expected to remain at the nursery/club until all children have been collected as in normal situations, charges will only apply to the part of the day the children have attended for.

If the nursery/ club opens as normal, fees will still apply regardless of whether a parent chooses to send their child in or not.

Interruptions to essential utilities

It is rare but there may be an occasion when we are unable to operate due to an interruption in essential services. Without all services fully working we cannot safely and healthily operate the setting. We may initially attempt to fix the problem and if

this can be done so in a safe time period then this will be the preferred option in managing the situation.

If for any reason we cannot fix the problem for the safety of the children and staff we would contact all parents of children present or due in on that day and staff and send all home until the problem can be rectified.

Notifications

Closure for a day due to severe weather or issues with essential utilities does not need to be reported however for an extended period of closure the local authority, CIW and insurance must be informed.