



**St. Thomas a Becket Nursery**

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Registered Charity No. 1097448

Ofsted URN 507912

# Adverse Weather Policy

**Responsibility:** Nursery Lead

**Review Cycle:** Every three years

Date of last review:	Signed / Role	Date of Next Review
October 2017		Oct 2020
Oct 2020		Oct 2022
Sept 2024		Sept 2027

## **St Thomas a Becket Nursery** **Adverse Weather**

### **Introduction**

St Thomas a Becket Nursery recognises that adverse weather conditions can sometimes make travel to and from work difficult. Staff members are encouraged to make every effort to attend work, whilst taking into account their personal safety in hazardous conditions. Children's attendance is at the discretion of their parents but we commit ourselves to supporting working parents by remaining open as long as possible and request that parents continue to inform us if their child will not be attending, or if they will be picking their child up early.

This policy applies to all staff members, and outlines procedures which should be followed in the event of adverse weather conditions.

(Staff members must also refer to the nursery Absence from Work Policy).

### **Weather deterioration during the day**

The Nursery Manager will monitor adverse weather conditions through local news and weather bulletins, and (where applicable) availability of public transport during the day, particularly where conditions appear to be deteriorating and make a judgement as to whether nursery remains open or not. Parents will be notified by Tapestry and by phone if the nursery is to close. All children will remain to be cared for in the usual manner until the last child is collected.

Notwithstanding the above decision making, the Nursery Manager will liaise with the School Office. If the school deems closure necessary the nursery will also close for the convenience, access and safety of all concerned. Parents will be notified by Tapestry and by phone. All children will remain to be cared for in the usual manner until the last child is collected.

Staff members who are likely to face a particularly difficult journey home should be allowed to leave early wherever possible. Decisions regarding staff members leaving early are at the discretion of the Nursery Manager.

Consideration should be given to staff members with children who may need to leave early due to the unexpected closure of the child's school or nursery. Unpaid emergency leave can be taken for the unexpected closure of a child's school or nursery, at the discretion of the Nursery Lead and Nursery Manager. The Nursery Manager will relay any unpaid leave days information to the Nursery Lead, as per the Absence from Work Policy.

Contingency plans should be in place to maintain levels of nursery care wherever possible, including:

- cover arrangements provided by staff members who do not have particularly long or difficult journeys home to ensure continuity of care

Health and safety requirements will continue to be met, particularly with regards Ofsted Ratios and the welfare of users of the building in the event of any failure of heating systems or frozen pipes etc.

### **1. Adverse Weather prior to the working day:**

Where adverse weather occurs overnight, staff and families should:

*Listen to Sovereign FM (107.5fm)*

or:

*Heart FM (102.4fm or 103.5fm)*

*Or look on the websites, plus ESCC and the school website to establish if St Thomas a Becket School is open or not. **If the school is closed, the Nursery will close. Nursery will also inform parents by Tapestry if we are not opening.***

Where St Thomas a Becket Nursery remains open, Nursery staff members should:

- 1.1 take all reasonable steps to attend Nursery at their normal working hours, taking into account their personal safety.
- 1.2 If a staff member expects to be delayed due to adverse weather, or is unable to travel safely to work at all, he/she must advise the Nursery Manager as soon as practical.
- 1.3 Where adverse weather is predicted in advance, contingency plans should be in place to maintain levels of care wherever possible, including:
  - cover arrangements provided by staff members who do not have particularly long or difficult journeys between the nursery and home
  - arrangements for employees to plan for online learning / refresher reading of policies, other non – confidential admin duties that can be accessed in the home environment.
  - ensuring all parents and carers provide up to date and for that day essential contact and emergency numbers in the event of complete closure of the premises. This information will be circulated via Mail Chimp and Tapestry.
  - ensuring all parents are aware that if the school is closed then the nursery will be too.

- 1.4 If a staff member is unable to attend the nursery, and the nursery is open on that day, they should continue to monitor weather conditions during the day. If conditions improve, the staff member should take all reasonable steps to attend.
  
- 1.5 Staff members are expected to take unpaid leave / part day leave, or make up time missed due to adverse weather (except where emergency leave is taken) at the Nursery Manager's direction as to when she needs the extra hours worked. Discretion will be used where staff members are slightly delayed arriving at work due to adverse weather.