Adverse Weather Policy

Policy created	01.05.2018	Version number	1.2
Last reviewed	01.11.2026	Next review date	01.11.2027

About this policy

This policy applies where it becomes impossible or dangerous for parents or carers to bring children to Pre-school or for employees to travel in to work because of:

- extreme adverse weather such as heavy snow or flooding; or
- major incidents affecting travel or public safety.

On these occasions we recognise that a flexible approach to opening and working arrangements may be necessary to accommodate the difficulties parents/carers and employees face and to protect health and safety, while keeping Pre-school running as effectively as possible.

This policy applies to all employees and parents/carers. It does not form part of any employee's contract of employment and we may amend it at any time.

Employees travelling to work

Employees should make a genuine effort to report for work at their normal time. This may include leaving extra time for the journey and/or taking an alternative route. Travel on foot or by bicycle should be considered where appropriate and safe.

Employees who are unable to attend work on time or at all should telephone the Setting Manager and/or the Chairperson before their normal start time on each affected day.

Employees who are unable to attend work should check the situation throughout the day in case it improves. Information may be available from local radio stations, the police, transport providers or the internet. If conditions improve sufficiently, employees should report this to the Setting Manager and/or the Chairperson and attend work unless told otherwise.

Employees who do not make reasonable efforts to attend work or who fail to contact the Setting Manager and/or the Chairperson without good reason may be subject to disciplinary action. We will consider all the circumstances including the distance they have to travel, local conditions in the area, the status of roads and/or public transport and the efforts made by other employees in similar circumstances.

Alternative working arrangements

Although we appreciate that it is largely not possible for the work of Pre-school to be carried out from home but where employees are unable to attend work for reasons covered by this policy, it is expected that time away from setting will be used for administration and planning, where possible.

Absence and pay

Employees who are absent from work due to extreme weather or other travel disruptions are not automatically entitled to be paid for the time lost. This is a discretionary decision for the manager and chair.

Employees who are able to carry out administration/planning work at home will be paid their normal hourly rate for such work.

If, in exceptional circumstances, we decide to close Pre-school, employees will be paid as if they had worked their normal hours.

School closures and other childcare issues

Adverse weather sometimes leads to school or nursery closures or the unavailability of a nanny or childminder. In cases such as these where childcare arrangements have been disrupted, employees may have a statutory right to reasonable time off without pay.

Parents: Pre-school closures

Any decision to close Pre-school will be taken by the Chairperson at the earliest possible opportunity, taking into account weather forecasts, any issued Met Office warnings, local conditions and other local schools' approach.

Any closure of Pre-school will be notified by the Setting Manager to all parents by e-mail, where possible, via the Pre-school mobile telephone and via Social Media.

No fees will be refunded to parents in the event of closure, regardless of whether a child is funded or not.

Document history

Date	Change details	Reviewed by
16.05.18	Creation of policy version 1.0	Ellie Hibberd
02.10.18	Policy reviewed - added 'via Social Media' as method of notifying closure of Pre-school. 1.1	Donna Manser
01/10/19	Policy reviewed – no updates	Donna Manser
23/10/20	Policy reviewed – no updates	Anna Shelbourne
22/09/21	Policy reviewed – no updates	Anna Shelbourne
29/09/22	Policy reviewed – no updates	Anna Shelbourne
01/09/23	Policy reviewed- no updates	Charlotte Gibbins
01/09/24	Policy reviewed- no updates	Charlotte Gibbins
01/10/25	Added in Absence & Pay – "Discretionary decision by manager & chair." Version 1.2	Clare Livingstone
01/11/26	Policy reviewed – no updates	Clare Livingstone