

ADVERSE WEATHER POLICY

The purpose of this Policy is to ensure the health and safety of staff, children and their families during adverse weather conditions.

1. Office Administrator will ensure
 - All contact details, including emergency contact details, are current and that amendments have been made accordingly, at each new intake or when a new child registers. There will be emergency contact details placed in every register.
 - Parents have been issued with the Glen Urquhart High School emergency numbers, PIN codes and bulletin advice, through individual correspondence such as e-mail, newsletter, and a poster displayed on the external door. It is the parent's responsibility to check if the Centre is open and decide whether it is safe to travel.
 - Breakfast Club Staff will liaise with the school janitors/High School Head Master to identify procedures for that day, when bad weather occurs.
 - Staff are responsible for phoning the High School Adverse Weather Line to ascertain whether or not the Centre will be opened or closed.
 - Staff who have to travel into the village and cannot do so due to blocked or dangerous roads and who have no safe alternative route, are not expected to arrive at work, but must contact named breakfast club staff as near 7am as possible.
 - If the second member of staff at breakfast club cannot get to work because of blocked roads, the other staff member may have to contact a member of staff from the village to work earlier than their usual start time. Appropriate staff will have been notified and accept responsibility to be on standby. If no one is available, the High School Janitors/staff will be approached to help.

- Staff to update facebook page with details of adverse weather conditions and advise on whether the Centre will be opened or closed.
2. The Manager, or in the absence of the Manager, a named Early Years Practitioner are the main contacts for potential closure between 9am and 6pm.

The contacts shall ensure that:

- Their contact details are logged with the Glen Urquhart High School office and that the office is aware of whom to contact regarding closure.
- Be responsible for contacting parents to collect children as required.
- Arrange staff cover
- All children must be collected before staff leave the building.
- Inform the janitor when the building has been cleared
- If there is a likelihood of the building being closed for more than a day, centre staff in attendance must ensure any live insects, or pets are cared for and appropriate actions are taken to empty fridges, leave doors open for heating and close office blinds etc.

The Manager, Staff and Trustees, reserve the right to close the Centre in the unlikely event of there being insufficient staff to cover child ratios.

Date last reviewed Jan 2019

Date of next Review Jan 2020

Signature_____

Designation _____