

Policies and Procedures

Adverse Weather Policy July 2020



Crombie School

Early Learning and Childcare



Adverse Weather Policy



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POLICY AIM

The Adverse Weather Policy has been developed in line with The United Nations Convention of the Child (UNRC) (1989): The United Nations Convention on the Rights of the Child (UNCRC) – (1989): The United Nations Convention on the Rights of the Child (UNCRC) (1989): *Article 3: (Best interests of the child): Adults must do what's best for me*

We aim to make sure children, families and staff are safe whilst meeting the following Health and Social Care Standards:

5.17 My environment is safe and secure

The Adverse Weather Policy is underpinned by the following national and local authority policy and guidance:

- United Nations Convention on the Rights of the Child, 1989
- Scottish Government, 2017, Health and Social Care Standards My support, my life
- Aberdeenshire Council, online, "School and learning"
- Aberdeenshire Council, 2018, "Adverse Weather Management and Control Policy (Schools)"
- Aberdeenshire Council, 2018, "Adverse Weather Arrangements"
- Aberdeenshire Council, 2016, "HR and OD Employee Guidance"
- Aberdeenshire Unison, 2018, "Advice from council when your place of work is closed due to adverse weather"

Who is responsible?

HT, DHT, Early Years Senior Practitioner, Early Years Lead Practitioner, Nursery Staff, Parents/carers

This policy will be reviewed regularly and in response to accident, incident or change in national or local policy or guidance



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PROCEDURE

At Crombie Nursery, we make sure procedures are in place for the safety of all service users and staff in the event of adverse weather closures.

Aberdeenshire Council recognises that adverse weather conditions can prevent employees from reaching their normal place of employment. No employee will be required to attend for work if it is unsafe to do so. These arrangements apply to all employees of the Council. The Council must ensure that the health and safety of its employees is not compromised, by allowing affected employees immediate access to leave entitlement (special, paid, flexi or unpaid depending on the circumstances). That said it is expected that employees should make every reasonable effort to reach their normal place of employment or an agreed alternative location.

If EYSP is satisfied that an employee has genuinely been prevented from attending work because of a serious effect of adverse weather such as road closure, the first day of absence will be regarded as paid special leave. **EMPLOYEES WILL BE ENTITLED TO ONE PERIOD OF PAID LEAVE IN ANY ONE INSTANCE OF ADVERSE WEATHER.** Any subsequent day(s) should be considered as annual leave or, (if annual leave is fixed or has been used up) unpaid leave. The normal requirement for advance notification for leave will be suspended in these circumstances. Any alleged abuse of this policy must be subject to investigation and, if necessary, action, under the Disciplinary Policy of the Council. As an alternative to the granting of leave an employee will, if appropriate, be required to attend at a different Aberdeenshire workplace or work from home.

WORKING FROM HOME: In certain circumstances Line Managers should agree that an employee can work from home. Home working must be the subject of prior agreement with the employee's line manager. The work to be undertaken at home must be agreed with the line manager and should be subject of normal managerial procedures on return to work. Where home working is authorised, the employee will be credited with normal or actual hours, whichever is greater.

- Members of staff will be identified who may find it difficult to travel to work due to adverse weather conditions.
- Where a member of staff is unable to attend their base or an alternative Aberdeenshire location, work will be prepared that can be completed at their home.
- EYSP will ensure ALL members of staff are aware of the expectations and their responsibilities during periods of Adverse Weather.
- EYSP will ensure that all members of staff are aware of the establishments adverse circumstances procedures should the establishment have to close earlier than scheduled.
- EYSP and administration staff will have up to date contact details for pupils and their parents/carers.
- The School Information Line pin number will be shared with staff and where to find the School Status page on Aberdeenshire's website.
- Access to both the School Information Line and to the School Status page will be regularly tested by Administration staff.

ATTENDANCE AT AN ALTERNATIVE PLACE OF WORK: If an employee's normal place of work is open but it is deemed unsafe for him/her to travel, or if his/her normal workplace is closed, he/she will be required to attend another Aberdeenshire Council work location to which he/she can safely travel. Where possible these arrangements should be agreed and put in place prior to the advent of adverse weather. Travel expenses will be paid as appropriate. It is the responsibility of employees to ensure that they have



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emergency care arrangements in place for their children, in case of a school closure due to adverse weather. If this is not possible the employee should discuss the matter with their line manager and will be entitled to take annual/ flexi/ unpaid leave. The normal requirement for advance notice of the intention to take leave will be suspended in these circumstances. Supply and Relief Workers who are contracted to work in advance of the first day on which they are unable to attend work due to adverse weather will be credited with their normal working hours for that day. Whilst it is appreciated that there may be operational and service delivery considerations in working during periods of adverse weather, managers are expected to ensure that employees are treated in an equitable and consistent manner and that the safety of employees is not compromised in any way. Advice should be sought from the HR Officer teams within HR as necessary.

Out with Core Hours Arrangements

- EYSP and EYLP should have the emergency contacts numbers for the various services that might be required out with the main school operating hours, janitorial, FES etc.
- EYSP and EYLP will have access to Groupcall to send emails.

Closure Responsibilities

Schools

Schools may be closed in 2 ways:

- **Blanket closure** – only in exceptional circumstances will a decision be taken by the Director to close **ALL SCHOOLS to PUPILS AND STAFF** due to adverse weather.

- **Decision of Head Teacher** –

in the absence of a blanket closure, it is up to the Head Teacher of each school to decide whether it should be closed. The Head Teacher must make it clear in any closure communication whether the school is closed to **PUPILS ONLY** or to **PUPILS AND STAFF**.

Communicating with other Head Teachers within the same town -

While recognising that each school within a town or large village would have different constraints in terms of where staff live, every attempt will be made by Head Teachers to coordinate school closures in a town or large village (secondary and primary schools).

- **Decision of EYSP** – in the absence of the Head Teacher due to the opening times of the nursery, the EYSP can make a decision based on the conditions and where staff live. Communication to Head Teacher or DHT would take place.

Communication with Parents/carers

School/Nursery will pre-inform parents/carers as part of a newsletter or school handbook/website:

- that, please do not take your child(ren) to school, unless it is safe to do so. If you do take your child(ren) to school, you must also be able to collect them at the end of the day”.
- that, where appropriate, learning activities for pupils will be available on the online platform being used by the setting, in the event of a school closure.

A decision to close an establishment will not be taken lightly; however, every effort will be made to communicate the decision to staff and service users as soon as possible. Particular attention should be made to contact the following:

- Parents/Carers
- Service users
- Support and teaching staff (NB Visiting Specialists, Music Instructors, Escorts, external ASN provision)



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- Janitorial
- Catering services
- Pre-arranged visitors to the establishment

Once a decision has been made to close a school, the school will communicate the decision as soon as possible:

- Via Groupcall email which will be sent to families to advise of any closures or early finish.
- Aberdeenshire School Closure System (website)
- The following radio stations receive updated information every 30 minutes from our website:
 - Northsound 1 FM 96.9
 - Northsound 2 MW 1035 kHz 36 | School Policies and Useful Information
 - BBC Radio Scotland FM 92.4 - 94.7MW 810 kHz
 - Moray Firth Radio FM 97.4 MW 1107 kHz
 - Waves Radio FM 101.2
 - Original 106 FM

Twitter

[AberdeenshireCouncil \(@Aberdeenshire\) / Twitter](#)

Aberdeenshire Council Website

[School closures and transport changes - Aberdeenshire Council](#)

You also have the option to sign up to receive email alerts when your school(s) updates their closure status.

[myAberdeenshire - Aberdeenshire Council](#)

SEEMIS

- Due to the impact on pupil attendance figures, schools require to alter SEEMIS. Administration staff will advise.

Staff will complete the following training:

No training identified on Adverse Weather

References

United Nations Convention on the Rights of the Child, 1989

<https://www.unicef.org.uk/what-we-do/un-convention-child-rights/>

Scottish Government 2017, Health & Social Care Standards, My support, my life.

<https://www.gov.scot/publications/health-social-care-standards-support-life>

Aberdeenshire Council, online, "School and learning"

<https://www.aberdeenshire.gov.uk/schools/>

Aberdeenshire Council, 2018, "Adverse Weather Management and Control Policy (Schools)"

[Microsoft Word - adverse weather management and control policy \(sharepoint.com\)](#)

Aberdeenshire Council, 2018, "Adverse Weather Arrangements"

[Adverse Weather Arrangements - 2020-21 \(sharepoint.com\)](#)



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Aberdeenshire Council, 2016, "HR and OD Employee Guidance"
[SLAdverseWeatherGuidance.pdf \(sharepoint.com\)](#)

Date of original policy

Revision Number	Details of Change	Date	Date of next review
1	Full review of procedures	28.1.21	July 2021 ✓
2	Policy Update		August 2022 ✓
4	Policy Update – Removal of School Closure line and now use of School Closure System	25/10/23	August 2024
5			
6			
7			

Policy Author Diane Booth EYSP