

THE RISE TRUST

ADVERSE WEATHER CONDITIONS POLICY

Record of updates

Adverse Weather Conditions Policy	
Date created:	January 2012
Adopted by Trustees:	
Revision Due:	January 2013
Revision Due:	January 2014
Revision Due:	January 2016
Revision Due:	January 2017
Revision Due:	January 2019

DOCUMENT VERSION CONTROL		
Issue No.	Issue Date	Summary of changes
1	January 2012	Original draft policy
2	January 2013	Additional wording
3	January 2014	No amendment
4	January 2016	Reference made to individual centres and Deputy CEO in decision making
5	February 2018	Staff guidance updated

The RISE Children's Centres **Policy for Adverse Weather Conditions**

It is the policy of the Centres to make every effort to remain open whenever possible. The decision to close a Centre will be made by the Chief Executive Officer. A Centre will only be closed if one or more of the following conditions apply:

1. Insufficient staff are able to come in to keep the Centre running safely.
2. Conditions on site are dangerous
3. Conditions are considered to be or are anticipated to later become too hazardous for travel.

If a Centre is to close:

1. In the event of extreme weather the centres will be closed if the adjacent school is closed:

The Oaks and RISE EEC – St. Paul's Primary School
Spring Rise and Spring EEC – Frogwell Primary School
King's Rise – King's Lodge Primary School
Charter EEC – Charter Primary School
Calne CC – Priestley Primary School
RWB CC – Longleaze Primary School
Cricklade CC – St. Sampson's Primary School

2. The closure will be recorded on the Centre's website and via Heart FM radio station (phone number: 01793-663038), including their website detailing closed settings. Facebook and Twitter will be used where appropriate.
3. The Centre will make all practicable efforts to keep parents informed as to the situation with the Centre during adverse weather conditions, as we appreciate that such conditions and the uncertainty places very considerable difficulties upon parents. However, parents are expected to check the website and/or make themselves aware of the radio broadcasts when it is clear that a closure is a possibility.

The Centre appreciates that during bad weather children may arrive later than normal; parents should endeavour to contact the Centre to let them know they are on their way if likely to be delayed. The Centre recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into the Centre.

If a Centre has to close **during** the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by phone either at home or work and asked to collect their child/ren. Such an early release will only be contemplated in very extreme circumstances.

In the event of snow some pathways will be cleared and salted. Parents, children and visitors will be made aware that pathways, even where cleared, do remain dangerous. Signs will be displayed indicating which paths to use and highlight areas of danger.

Before and after Centre opening hours parents are responsible for ensuring their children do not slide on the Centre playground and pathways.

In icy conditions the staff will salt all designated pathways. Where necessary, essential pathways will be maintained as clear as possible throughout the day.

It must be understood by staff, that the car park will not be cleared of ice and snow and that due care must be taken at all times.

During adverse weather conditions parents are kindly requested not to bring their children to the Centre until the start of the school day at 8.40am. In the Chief Executive's absence, the Deputy CEO or Children's Service Lead on site will assume responsibility for making all decisions relating to the Adverse Weather Policy.

Staff Arrangements:

Once the decision has been made to close one or more of the Children's Centres, Line Managers will be responsible for relating this information to their relevant teams **ensuring all the team know to check the website and local radio.** All managers should ensure they have appropriate staff personal contact details **and will text if there is additional information to share.** Staff will be required to reply to their Line Managers by text as proof of receipt.

All EEC/Wrap Around parents should be notified as far in advance as possible, when the CEO has taken the decision to close any provision. This will be done using the website, Heart FM, and phone calls (if staff are on site). All other staff are personally responsible for cancelling appointments with clients and professionals. The RISE Trust will endeavour, to keep centres open at all normal opening times at least for information purposes and if this is not possible then emergency contact numbers for services will be on the website (eg. Health Visitors, Foodbanks, Emergency Duty Social Care).

Staff will be asked to work from home on closure days, if possible. Staff must ensure they are contactable during the closure day/s including OR workers being available on their RISE mobile. They must also contact their line manager daily to be updated on the situation. The CEO will use her discretion in relation to how centres will function and for how long they are open each day, being mindful of staff safety.