Adverse & Extreme Weather Communications Policy

1. Introduction/Context

During periods of adverse weather such as an excessive amount of snow, flooding or other extreme weather, we have a procedure in place to ensure the safety and wellbeing of children and employees, and to keep disruption to a minimum for parents.

The purpose of this policy is to outline the communications process to parents and carers in the case of potential reduced opening hours or closure of the nursery during adverse weather conditions.

This policy should be read in conjunction with:

- Adverse & Extreme Weather Policy
- Finance Policy
- Employee Sickness & Absence Policy

2. Contents

The following sections are included in this policy document:

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3. Eligibility

This policy applies to all parents/carers and is designed to promote fairness and consistency in the treatment of children that attend Home from Home when considering attendance during adverse weather conditions.

4. Policy Statement

Sometimes, during adverse/ extreme weather conditions we have to limit the number of children the nursery can accept, or occasionally even close the nursery. This is because our staff to child ratios must always be in line with the regulatory body guidelines.

5. Responsibilities of Employees

Home from Home has an **Adverse & Extreme Weather Policy** that clearly outlines the responsibility of the nursery manager, line managers and employees in the event of adverse weather conditions

It is the responsibility of all employees to make every effort to attend for duty at their normal place of work, in accordance with their contract of employment. This includes adapting their means of travel if necessary, or using a combination of travel options, even if this results in arriving late for work.

6. Responsibilities of Managers

The nursery manager or delegated line manager will be responsible for deciding the course of action required to ensure staff: child ratios are maintained in line with regulatory body guidelines.

The following factors should be taken into consideration by the nursery manager or delegated line manager when agreeing the appropriate action to take:

- The children's and employee's safety.
- The operational requirements of the nursery.
- Prevailing weather conditions and their expected duration.
- Information and guidance from the AA, police and/or local radio, e.g., about safe travelling.
- Distance of travel to the nursery for both staff and children
- Modes of transport available to employees.

The nursery manager or delegated line manager will be responsible for communicating to parents the opening status of the nursery as outlined in section 7 below.

7. Communications to parents/carers

We have a communication system in place to ensure that, if the weather does cause any problems, all parents are aware of the situation at nursery before they set out.
We will notify parents as early as possible by sending an email that will contain the following:

- Potential Disruption
- Closed
- Limited Availability
- Limited Availability and Late Opening
- Early Closure
- Late Opening
- Open

What do these mean?

Potential Disruption (evenings only): if we envisage that due to extreme weather conditions a nursery may experience disruption parents will be sent an email the night before. An update will follow in the morning or visit our website for latest status.

Closed: when the nursery will be closed due to extreme weather conditions. Updates will follow via e-mail and on the Famly app.

Limited Availability: If we are short staffed, we will operate a limited availability system, where we will accept children on a first come, first served basis. Once we have reached our staff to child ratios, we will be unable to accept any more children into the nursery. Parents should contact the nursery on the day for specific details.

Ltd Avail/Late Open: if employees are struggling to get in, the nursery may have to open later in the morning in order for us to maintain our staff to child ratios. Parents should contact the nursery on the day for specific details.

Early Closure: if bad weather comes during the day and appears to put at risk the prospect of children and staff getting home safely, we will close the nursery early and notify all affected parents by email/phone.

Open: after we have notified parents of any of the above, we will follow up with an email to let you know that the nursery is now open as normal.

8. Other Considerations

We appreciate that any disruption to the normal opening hours of the nursery is inconvenient, and action will be taken only when absolutely necessary. We very much appreciate your support and understanding in helping us to maintain the safety and wellbeing of all children and employees.

As stipulated in our **Finance policy** if, due to adverse weather, and for the safety of the children and staff we MUST close early or remain closed, the fee charges still stand.

Any children in receipt of EYFE funding will receive a credit for the EYFE funded hours owed, due to closure.

9. Review

This policy will be reviewed annually and also in line with any changes in statutory guidance.

10. Version Control

Version	Date	Status	Comments	By
1	January 2018	Issued		Julia Pattendon
2	January 2022	Reviewed		Cassie Jones
3	October 2023	Reviewed	Added version control	Sophie Eade
4	May 2025	Reviewed		Sophie Eade
5	May 2026	Reviewed		Sophie Eade
6	June 2026	Reviewed		Julia Pattenden