

POLICY:

BAD WEATHER

DATE: June 2002

PERSON RESPONSIBLE: J BAILEY

MONITORING: SLT

REVIEWED: September 2017

REVIEW DATE: July 2018

RATIONALE

This policy applies to all staff, permanent, temporary and part time employees and is to cover situations of adverse weather conditions.

PURPOSE

To ensure that all staff are aware of the procedures to maintain the same standard and level of care as far as possible.

PRINCIPLES

Adverse weather conditions will, from time to time, make travel to and from work difficult. However, staff are expected to make all reasonable efforts to reach school. No individual will be treated more favourably than another. The Headteacher and/or the Staffordshire Local Authority will determine whether the school will close.

CONCLUSION

Every attempt must be made to ensure that school continues as normal unless notified to the contrary by the Headteacher or the Staffordshire Local Authority.

SCHOOL CLOSURE

Should a decision be taken to close the school due to bad weather, the Headteacher will inform parents/carers via text, school website and "Emergency School Closure" web page on www.staffordshire.gov.uk/schoolclosures.

Staff will be informed by their line managers.

WORKING PRACTICE: BAD WEATHER **DATE:** June 2002
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ARRIVING LATE

- Employees arriving late will not lose pay provided the Headteacher is satisfied that their arrival time is reasonable taking account of:
 - i. The distance they live from their workplace
 - ii. The prevailing weather conditions
- Employees will be credited with their contractual starting time.
- If the Headteacher is not satisfied that arrival time is reasonable, the employee will have the choice of either losing the appropriate amount of pay or of making up the time [see below].

FAILURE TO ATTEND

- The Headteacher, where possible, should have contingency plans in place so that employees who are unable to reach their normal workplace are aware whether they are expected to report to another establishment or to work at home. If there are no contingency plans, employees should contact their line manager for instructions.
- Employees, who are unable to reach their normal workplace or a prescribed alternative, will not lose pay provided the Headteacher is satisfied that all reasonable efforts have been made. If the Headteacher is not satisfied, the employee will have the choice of –
 - i. Taking unpaid leave of absence
 - ii. Taking annual leave
 - iii. Making up the time [see below]
- Staffordshire Local Authority reserves the right to request medical certificates to be provided where absence due to sickness is claimed during a period of inclement weather.

LEAVING EARLY

- In adverse weather conditions, employees will normally continue working until their normal finishing time.
- In particularly severe weather conditions, the Headteacher may decide that all employees who are not required can leave work from a time that he/she decrees.
- Employees allowed to leave early will not lose pay. Employees on standard hours will be credited with their contractual finishing time.

- It is accepted by all parties that cover will have to be provided at some establishments and consequently that not all staff may leave early [including employees responsible for children in schools, where parents collect them].

MAKING UP TIME

Where an employee chooses to make up time lost, the Headteacher should ensure that time is made up as soon as possible and in any case, within three months. If an employee still has an outstanding debit of time at the end of the three month period, he/she will be required to lose pay or forfeit annual leave in respect of this time. The Headteacher should make the necessary arrangements for lost time to be recorded.

THE CHILDREN & LIFELONG LEARNING DIRECTORATE TO PROVIDE EMPLOYMENT

Where Staffordshire Local Authority is unable to provide employment, e.g. heating breakdown, closure of an establishment, employees will continue to receive their normal pay for any time lost.