



**For the benefit of this policy Laira Green Trust – which is the governing body of Greenshoots Pre-school and Wraparound care is hereafter referred to as Greenshoots.**

## **Severe Weather Protocols**

The aim of this document is to ensure that there is a coordinated plan for the setting when there are severe weather conditions which could impact on the running of the Greenshoots.

The setting will be closed if the Preschool Manager/s decides that it is unsafe for the staff and families to access the setting for any reason.

If we need to close the pre- school for any reason a closure assessment is made on the following criteria:

- The safety and accessibility of the site and surrounding areas. We would close if we feel that the accessibility to the setting is dangerous and the safety of all entering the preschool is at risk.
- Availability of staff. As you can appreciate our practitioners travel from various parts of the city and beyond by various different means. If they are unable to travel to Greenshoots then we may have a shortage of staffing levels required to meet legal ratios meaning we are unable to open.
- The availability of heat, light, power and water. The setting is unable to open if any of these are compromised as it would be unsafe.
- The availability of meals. The setting is unable to open without the availability of meals unless alternative arrangements can be made.

As the setting is based in the grounds of Laira Green Primary School, we will liaise with the school regarding their decision to close in the interests of safety and follow their lead. The closure of the school will impact on the provision of school meals, security and safety.

It is expected that all staff will come into work unless they are informed that the setting is closed. If staff have difficulty getting into work due to;

- **Childcare problems due to other school closures** – identify if they can access alternative care arrangements for their child. If they cannot then staff must notify their manager as soon as possible and should keep the manager informed of their situation.
- **They feel it is not safe to travel to work** – they must inform the manger who will undertake a risk assessment with them to establish if there are safe alternative means of getting into work or if it is possible to get into work later. If they cannot get into work because it is not safe for them to do so, they will be expected to work from home where appropriate.

### **Notification of closure to parents / carers**

All parents will have the Greenshoots telephone number to contact if there are severe weather conditions to find out whether we are open before traveling.

If the decision is taken to close the setting in the interests of safety the Preschool Manager/s will attempt to contact all parents / carers as soon as possible either by phone or text message. A message regarding the setting closure will be posted on our Facebook page. Similarly we will let parents / carers know when we will be re-open using the same methods.

If there is a period of severe weather forecast we will remind parents / carers in writing of our protocols and pre-warn them of the possibility of setting closure in the interests of safety.

Greenshoots Telephone Number: 01752 228272

Greenshoots Emergency Mobile Number : 07432 498548

### **Closure during the preschool day**

If the setting needs to close during the preschool day due to worsening weather conditions, then parents / carers will be informed by phone to collect their child from the setting. We would ask that they don't contact the setting to ask if we are planning to close as this may impede communication to all parents / carers.

This policy was adopted on \_\_\_\_\_

Signed on behalf of Laira GreenTrust - Greenshoots Pre-school and Wraparound Care –

Chairperson, Laira Green Trust:

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