



## Adverse Weather Policy and Procedures

### Introduction

Putnoe Woods Preschool has an adverse weather policy in place for adverse weather such as snow.

Putnoe Woods Preschool will make every effort to keep the preschool open in adverse weather and to cause as little disruption as possible. In cases of extreme weather conditions, the preschool may not be able to operate to its usual opening times.

The preschool will only be closed if one or more of the following conditions apply:

1. Insufficient staff are able to come in to keep the school running safely.
2. Conditions on site are dangerous or health and safety cannot be maintained
3. Conditions are considered to be or are anticipated to later become too hazardous for travel.

A decision will be made by the Preschool Manager in conjunction with the Business and Finance Officer, and this will consider the safety of the children, parents and the staff.

The health and safety and wellbeing of all staff, children and those who attend Putnoe woods Preschool is paramount.

Putnoe Woods Preschool will:

- 1.1 Keep to OFSTED requirements for ratios considering the number of children we have at the preschool and who are due in on that day.
- 1.2 We cannot and will not remain open unless the minimum correct adult: child ratio can be met (as per the Statutory Framework 2021).
- 1.3 If the preschool remains open during bad weather conditions, we will aim to operate as normal for as long as possible. This will however depend upon; how many staff members are able to safely travel to work, the preschool building inside and outside is accessible and safe, and the temperature is suitable for the children when inside
- 1.4 If open and only a certain number of staff members are able to work on this day, the children that we are able to accept on that day will be based on a first come first serve basis. Priority will be given to those parents who need to go to work.



- 1.5 We will aim to contact other staff members, but we are not able to go over the required ratio number. If this situation happens, we will call families who are due in this day and explain the situation.
- 1.6 Consider if ratios cannot be maintained or if we feel that safety and health or welfare of the children is compromised then we will take the decision to close the preschool
- 1.7 Contact parents and carers as soon as possible if this is the case
- 1.8 We will notify parents and carers via the preschool website, Facebook page, I Connect and text service.
- 1.9 If adverse weather is forecasted during the day, then a decision will be made as to whether to close the preschool early. Parents will be contacted to arrange early collection of their children.
- 1.10 We will notify the Local Authority if the preschool is unable to open

## High Winds

- 1.11 Children will be kept inside during extreme high winds
- 1.12 Staff will ensure the toys and equipment are tidied away and secure
- 1.13 The preschool accepts no liability to the damage of cars made by high winds - parents and carers use the preschool car park at their own risk
- 1.14 Outdoor areas will be checked daily after the event of extreme high winds to check for damage and ensure the area is safe to use

## Snow

- 1.15 In the event of snow all pathways will be cleared and salted. Parents, children, staff and visitors should be aware that pathways, even where cleared, may remain dangerous
- 1.16 Where necessary, essential pathways will be maintained as clear as possible throughout the day
- 1.17 The car park will not necessarily be cleared of ice and snow and parents, carers and staff should be aware that due care must always be taken.
- 1.18 When the preschool stays open despite snow and ice, the preschool will also take account of the health and safety of staff, parents and children. The outdoor area can quickly become dangerous, and it is important that the preschool considers if it is safe to open for families, and ensure parents are aware of the risks



- 1.19 Where it is deemed safe for the children (following a risk assessment) staff are encouraged to take the children out to play in the snow. Parents are asked to provide suitable clothing for the children

## Heatwave

- 1.20 In the event of an extreme heat wave, it is our policy that children will only be allowed to play outdoors should there be sufficient shade
- 1.21 Outdoor equipment will be moved to facilitate this, and gazebo's erected
- 1.22 It is the responsibility of the parents to apply sunscreen to their child prior to bringing them to preschool
- 1.23 The staff at Putnoe Woods preschool will reapply sun cream at regular intervals as conditions require
- 1.24 In hot weather we encourage all children to bring and wear, when outdoors a suitable sunhat

During adverse weather conditions, parts of the outdoor playground may be restricted in use for the children

No refunds or exchanges will be offered due to closure for adverse weather conditions

If the weather closure is more than the 3 consecutive days in duration (excluding any days the preschool would normally be closed) we will credit any missed contractual hours during this period to your parent zone account.

## Staff Commitment during Adverse Weather Conditions

- 1.25 All staff are expected to get to work, regardless of how they normally travel, however ensuring that they do not put themselves at any unnecessary risk when trying to attend work.
- 1.26 Staff who are unable to attend work or delayed by severe weather conditions must contact the Preschool Manager as soon as possible.
- 1.27 The Preschool Manager and Business and Finance Officer will decide on a case-by-case basis whether it is appropriate for employees to leave work early regarding distance from home or mode of transport.



**This policy is in compliance with GDPR (General Data Protection Regulations)  
May 2018**

**Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.**

|                                   |                           |  |
|-----------------------------------|---------------------------|--|
| Date of Policy:<br>September 2014 | Created By:<br>Jo Skelton |  |
|-----------------------------------|---------------------------|--|

| Review Date    | Reviewer   | Amendments   |
|----------------|------------|--|
| September 2015 | Jo Skelton |  |
| September 2016 | Jo Skelton |  |
| September 2017 | Jo Skelton | Paragraph The preschool will be closed...<br>1.1 - 3.28<br>Staffing arrangements must meet the needs of all children and ensure their safety ....<br>3.31, 3.32, 3.36 Staff ratio guidelines<br>1.2<br>1.3 inc priority to working parents<br>1.4<br>1.6<br>1.8<br>Paragraph snow can be exciting...<br>Section - High Winds<br>Section - Snow<br>1.22 |
| May 2018       | Jo Skelton | GDPR statement added   |

# Putnoe Woods Preschool



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| Review Date   | Reviewer   | Amendments                          | Policy signed off on behalf of the Board of Trustees |
|---------------|------------|-------------------------------------|--|
| January 2019  | Jo Skelton |                                     |  |
| November 2019 | Jo Skelton | Email address changed               |  |
|               |            |                                     |  |
| December 2021 | L Whitney  | Statutory framework updated to 2021 |  |