



Adverse Weather Policy

Document History

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1. Introduction

- 1.1 It is recognised that severe weather conditions, such as snow, ice, extreme winds or flooding, may occasionally make it problematic for staff to travel to the workplace.
- 1.2 However, it is expected that all members of staff will make every reasonable effort to get to work. Where normal travel arrangements are temporarily unavailable, all possible alternatives should be explored, including (where distance and fitness permit) walking.
- 1.3 Notwithstanding the above, the Trust recognises that health and safety considerations are of paramount importance, and staff should not take unnecessary risks in relation to travel.
- 1.4 This policy gives guidelines and clarifies expectations on attendance at work where weather conditions cause disruption to normal travel arrangements.
- 1.5 This policy also outlines the options which may be utilised by management to encourage optimum use of resources and thus maximise the possibility of the Trust remaining open as scheduled throughout the full extent of term time.

2. Purpose and scope

- 2.1 The purpose is to ensure that a fair and consistent procedure is applied to all employees, having regard to the specific nature of their employment.
- 2.2 The policy is designed to detail how senior management will deal with lateness or non-arrival at work (when this is specifically attributable to adverse weather conditions), to outline possible alternatives to reporting to the normal designated place of work and to clarify any potential impact on remuneration related to inability to attend work as normal.

3. Communication

- 3.1 Staff should assume that the Trust is operating normally (unless and until advised otherwise) and where any individual member of staff is unable to get to work, or is likely to be significantly delayed, they must inform their line manager at the earliest opportunity and, if feasible, give an indication of expected arrival time.
- 3.2 The Trust will endeavour to communicate access problems at the earliest opportunity. This may be done via the school website or via email and/or text message directly to staff. In the event of adverse weather conditions (or other significant disruption to travel) staff are expected to check the Trust's website or communicate by email or telephone to ascertain the position.

- 3.3 Whenever possible, employees should speak directly with their line manager, bringing to their attention any pressing issues relevant to that day's work which may require to be addressed in their unavoidable absence.
- 3.4 All staff should keep a note of the direct dial number for the Trust switchboard and/or (where individual permission is given for this) personal mobile numbers of senior management.

4. Line manager responsibility

- 4.1 Under this policy, all line managers will be expected to:
- i. treat all staff fairly and consistently
 - ii. ensure that adequate communication takes place with all staff for whom they are responsible
 - iii. have regard to the health and safety of staff and students, particularly where special conditions such as pregnancy or disability may apply.

5. Severe weather overnight causing disruption at the start of the day

- 5.1 Staff should make every effort to get to work. If a regular train or bus service is not operating then it may be possible to get a later service, use a different route or get to an alternative station or bus stop which is unaffected by the disruption. If the employee normally travels by car or cycle and is unable to do so safely they should investigate the possibility of alternative arrangements such as public transport.
- 5.2 Staff who live within a reasonable distance (to be defined, following consultation with staff, on an individual school basis) and who are fit and able-bodied will be expected to walk to work if it is safe to do so.
- 5.3 Where every effort has been made to attend work and an individual arrives after their normal starting time they will not be penalised. No deduction from pay will be made and they will not be required to make up the lost time.
- 5.4 Where it is clear that travel to work will be problematic, the member of staff must telephone his/her line manager at the earliest opportunity to advise them of the situation.
- 5.5 If the nature of the individual's work allows, and where appropriate facilities are available, it may be possible to work from home with the agreement of the line manager.
- 5.6 In the event that employees are unable to access their normal place of work (or if their normal place of work is closed due to adverse weather conditions) they should instead (as long as it is safe to do so) make every effort to attend the Trust location closest to them (if this remains open) where appropriate facilities are available to enable normal working.

6. Severe weather conditions occurring during the working day

- 6.1 In the event of severe weather conditions developing during the course of the working day, to the extent that it is anticipated that staff may have difficulty in travelling home, it will be for the headteacher (or a nominated deputy) to decide whether to close the school site and send staff home early.
- 6.2 In making such a decision, due regard will be given to advice and information from appropriate sources (such as meteorological office severe weather warnings or updates from police and/or motoring organisations) as well as the (varying) distances individual members of staff may be required to travel.
- 6.3 Where a decision is made to send staff home before the end of the normal working day no deduction from pay will be made.

7. Issues affecting pay

- 7.1 Unless specifically broadcast to the contrary, the Trust will stay open whenever possible to ensure continuity of service provision. Staff should report to work as normal unless and until advised otherwise.
 - 7.2 Staff absence (attributable to adverse weather conditions) that has not been communicated will (unless there are extenuating circumstances) be regarded as unauthorised absence and in such an instance payment may be withheld.
- ### **7.3 Workplace remaining open**

- 7.3.1 Where a member of staff arrives at work late due to severe weather conditions they will not be required to make up any time lost and will not suffer any loss of pay.
- 7.3.2 Where attendance at the normal workplace is not possible (for the entire working day) this may result in a reduction in pay. However, staff who have agreed (or have been required) to work from an alternative location (which may include their own home) and staff who have made reasonable efforts to attend work will not suffer loss of pay.
- 7.3.3 For staff members who are not paid in accordance with STPCD, where attendance at the normal workplace (or any suitable alternative location as defined in clause 5.6) is not possible (for the entire working day), the individual must agree with his/her line manager how the absence will be treated for payment purposes. The following options should be considered:

- Annual leave

Depending upon the position held (and whether this is term time only or all year round) it may be acceptable for a day's annual leave to be used, and, if the full year's leave entitlement has already been exhausted, it will be acceptable for a day to be brought forward from the next leave year

- Time in lieu

Depending upon the position held (and whether this is term time only or all year round) it may be appropriate for the individual member of staff to elect to take the absence as 'time in lieu' and make up any lost time on days/dates as agreed with their line manager

- Authorised unpaid leave

As an alternative to the above, and subject to the agreement of the line manager, the individual may elect to take the day as unpaid leave. The manager will notify payroll accordingly and an appropriate deduction will be made from normal salary.

7.4 Workplace closure

7.4.1 Where conditions have necessitated official closure of the school premises **in their entirety** (in other words **all** sites in the case of either a multi-Trust trust or a multi-site establishment) all staff will be paid as normal.

8. School or nursery closure affecting children of staff members

8.1 Where an individual responsible for the upbringing of a child has to stay at home unexpectedly because the school or nursery attended by their child has closed due to unforeseen circumstances and there is no responsible adult available to look after their child, the individual will be able to request leave (which is unpaid) under 'Time off for Dependents' in the Trust's Leave of Absence Policy. However, members of staff who work all year round may request a day's annual leave to be used for this purpose.

9. Other policies and procedures

9.1 This policy will be supported by the following policies and procedures:

- Leave of Absence Policy