

School Document/Policy



Title: Adverse Weather-School Closure

**This guidance is to be read in conjunction with related
National Autistic Society Policies**

Declaration

The Sybil Elgar School does not promote partisan political views.

The school will have regard for The Human Rights Act, 1998, The Disability Discrimination Act, 1995, as amended by The Special Educational Needs and Disability Act, 2001, including new duties 2002, and The Principles of the New Code of Practice, 2001, with special focus on Student Empowerment, Parents in Partnership and Consultation and Joint Working initiatives.

In addition the school has regard for the protected characteristics as defined in the Equality Act 2010.

Policy lead (s)	Deputy Principals
Date of document	July 2014
Latest revision	February 2019
Signed Chloe Phillips Principal	

Introduction

It is recognised that there may be times when snow and adverse weather conditions such as flooding may have an impact on staff members ability to travel to work, however the prime concern of the school must always be the safety and welfare of the students and staff.

The decision to close the school will take account of all of our students and staff, some of whom travel great distances across London to school each day. We will always endeavour to open the school in the event of bad weather, as long as it is safe to do so.

If the school has to close, we will try and make a decision as early as possible, and will intend to reopen as soon as we can.

If the school does open, but extreme weather develops during the day, we will aim to remain open until the end of the normal school day at 3.40. However this is not always possible when roads are becoming treacherous. In which case transport, parents and carers will be contacted and advised of the school closing early so that arrangements can be made for someone to be at home when they are dropped off by transport. Under these circumstances we will take verbal permission from you. We will also liaise with transport to discuss the safe transportation of students.

If the school is open it is expected that every member of staff will make every reasonable effort to get to work. It is appreciated that the journey may take longer than normal and therefore some staff may not be able to arrive before normal start of the school day. In some extreme circumstances it may also be necessary to ask the students to bring packed lunches if the catering staff are unable to reach school safely.

Given the nature of the service we provide it is crucial that staff attend work, where it is safe to do so. Reasonableness and safety can only be determined by an individual given their specific circumstances and we would not expect staff to put their own safety at risk, however, attendance at work remains the responsibility of the employee. The school will make every reasonable effort to ensure that it is accessible and remains open.

Protocol

All staff members should note that:

- If you are unable to attend work due to adverse weather, you must contact First Care and, as a courtesy, Reception who will inform your line manager in line with normal absence reporting procedures. In discussion with your line manager, the following will be considered:
 - Paid annual leave (if your terms and conditions allow this)
 - Unpaid authorised leave
 - Unpaid unauthorised leave
 - Using any accrued TOIL
- By special arrangement where reasonably incorporated within the remit of your job and where it meets the needs of school, additional hours may be worked after the non-attendance at work.
- If you are unable to travel using your normal method, you should seek out all available alternatives.
- If you know that you are going to be late for the starting of your shift or if you are concerned that you may not be able to attend work, it is essential that you contact your line manager/ a duty manager as a matter of priority to inform them of your situation. You must ensure that you speak to your line manager/ a duty manager.
- Failure to notify First Care and your line manager/duty manager that you are unable to attend work without a reasonable explanation would mean that the absence will be classed as unpaid unauthorised leave and will be managed in accordance with the Conduct Policy.
27/07/2018
- In the case of worsening conditions it will be at the discretion of your Line manager/duty manager and /or the Senior Leadership Team whether there is a need to consider allowing staff to leave work before the end of their shift.
- Any issues with care for dependants will be dealt with under the Dependant Policy.
- If weather does cause School closure/delayed opening, then staff maybe deployed to other NAS sites or services which remain open.