



SEVERE WEATHER POLICY

Latest Review Date	14th November 2018
Reviewed By (name and role)	Uschi Schomig Student Services Coordinator

SEVERE WEATHER POLICY

Severe weather is defined as instances of rain, snow, wind, fog and/or ice which have the potential to cause danger to life and property or to cause widespread disruption to public and private transport systems.

In the event of severe weather, the Operations Manager will closely monitor MET office warnings, published advice regarding transport and local schools. They will then contact the Managing Director with a proposed plan for all Dv8 Sussex venues.

Section A - Decision

The Managing Director will take a decision as early as possible as to whether or not to open the centres. This decision will be based on the following factors:

- Plan from Operations Manager and advice from other members of the Senior Management Team
- Updated severe weather forecasts from the Met Office
- The response to the weather from other local education providers
- The response to the weather by local public transport operators

The Operations Manager and Managing Director will consider the following questions:

- Can the building be made open, safe and warm?
- Is access to the building safe?
- Are enough staff members able to get to work in order to supervise learners and keep the building safe?
- How well are the roads and public transport systems coping?
- Will everyone be able to get home safely?
- What is the forecast for the next 12-24 hours?

All staff should make a reasonable attempt to get to work while having regard for their own safety. If staff are unable to attend because of severe weather they should communicate this to their line manager immediately.

Line managers should communicate with the Managing Director to let them know if anyone is unable to attend.

Section B - Action

Once the Managing Director has reached a decision whether to open or not, that decision will be communicated to staff and learners immediately, using the following channels:

- Senior Management Team to text all staff
- Operations Manager to post notice on the front page of the website
- Centre Coordinators or Operations Manager to notify local press and relevant contract/delivery partners
- Centre Coordinators to record a temporary voicemail message explaining the situation to callers
- Marketing Team to post update on the Facebook page
- Marketing Team to post an update on Twitter
- Students to receive notification texts via Arbor?

If a severe weather event occurs after the working day has started and staff and/or learners are already on premises, then the Senior Management Team will make a decision as to whether to stay open or not following the same procedures as listed above. All reasonable efforts will be made to ensure learners have the means to get home, but it will be the responsibility of students aged 16 and older to make personal arrangements for collection or travel by public transport if it is decided a centre should close.

If the decision is made to open the centre(s) during severe weather but there is planned offsite lesson delivery or activity due to take place - Centre Coordinators and/or the Operations Manager will check whether off-site venues are open and will notify relevant staff and students accordingly. Dv8 Sussex reserves the right to cancel delivery for that period if the off-site venue is not open.

If schools for whom Dv8 Sussex provides off-site KS4 provision are closed due to severe weather – then Dv8 Sussex reserves the right to cancel delivery for that period unless the school can provide details of a contactable member of staff who will remain responsible for the welfare of off-site students. Dv8 Sussex also reserves the right to close a centre if it is deemed unsafe to continue working, even if partner schools remain open.