

## Adverse Weather Policy

Name of Policy	ADVERSE WEATHER POLICY
Policy Level	Trust
Date of issue	February 2018
Author:	Trust Board
Date of Next Review:	February 2021
Signature	
Date of Signature:	28 <sup>th</sup> February 2018

[www.learningleading.org](http://www.learningleading.org)

01788 222060 | [info@learningleading.org](mailto:info@learningleading.org) | @LearnLeadTrust

Address and Registered Office: 1 Bailey Road, Rugby CV23 0PD

Learning Today Leading Tomorrow is a company limited by guarantee. Registered in England and Wales No: 09027131. Tel: 01788 222060

## Table of Contents

Schedule of Responsibilities.....	3
Procedure to follow in the event of delays due to adverse weather conditions.....	4
Procedure to follow where attendance is prevented by adverse weather conditions .....	4
Late Starts and Early Finishes .....	5

All staff are required to make every reasonable effort to attend work taking into account personal health and safety when their normal transport arrangements have been disrupted due to extreme weather conditions.

The Trust understands that on certain occasions extreme weather may seriously delay, or despite making every reasonable effort to travel to work through alternative means, prevent, attendance at work. Any decision to close the School will be made by the Headteacher in conjunction with either the Chair of the Local Governing Board or the Chief Executive Officer.

This policy applies to all employees of the Trust. It does not form part of any employee's terms and conditions of employment and is not intended to have contractual effect. It is provided for guidance only and the Trust reserves the right to amend its content at any time.

The following procedure should be followed in the event of adverse weather conditions.

### **Schedule of Responsibilities**

The CEO of Learning Today leading Tomorrow Trust (LT2) takes overall responsibility for the implementation of policies and procedures and to provide reports as appropriate to Trustees in relation to this policy.

Headteachers of LT2 schools and their Senior Leadership Teams will take active steps to promote good practice under this policy and review and monitor the management and implementation of this policy and practice in their Academy. They will identify training needs, ensuring competence in those staff who are responsible for and involved in the operation of this policy and associated guidance.

Teachers and other supervisory roles will, where required, conduct formal meetings, undertake relevant training in relation to this policy and ensure effective and competent operation of this policy.

All employees are required to cooperate fully and positively with the requirements of this Policy and to undertake any training recommended by their line manager.

The Trust's HR Advisers, are responsible for providing advice and guidance under this policy and reviewing and updating the policy as required; ensuring continuing compliance in line with any developments in employment legislation, good employment practice and other LT2 policies. The Trust's HR Providers may be requested to provide data for regular Trust Board HR reports where appropriate, providing confidential reports as required by the CEO and LT2 Trust Board on individual cases.

The following persons will generally be responsible for managing employees under this policy:

The Academy Headteacher (for Academy based teaching and educational or non-educational support staff) and the Chief Executive Officer (for Academy Headteachers and centrally appointed teaching and support staff) (the "Line Manager").

### Procedure to follow in the event of delays due to adverse weather conditions

Where a member of staff experiences or anticipates on the basis of travel and weather reports specific to their normal commute route, a delay in their arrival time to work they must notify the Trust at the earliest opportunity giving an estimate where possible of their expected arrival time and where relevant provide an update where reasonable practicable if the estimated time of arrival changes. Calls should be directed to the Line Manager in the first instance. Where the Line Manager is not available, calls should be directed to the Trustees on 01788 222060.

It is essential that staff follow the delay-notification procedure above to avoid unnecessary concerns and enquiries about staff's non-attendance at their normal start time in adverse weather conditions.

Failure to follow the delay-notification procedure may be treated as a disciplinary offence under the Trust's disciplinary policy and procedure and may result in non-payment for the hours of work missed.

### Procedure to follow where attendance is prevented by adverse weather conditions

Where a member of staff, despite making every reasonable effort bearing in mind their personal health and safety, is prevented from attending work due to road closures, highways warnings on the relevant commute route or suspension of public transport routes normally relied on, they must notify the Trust in person by telephone no later than their normal start time speaking directly to their Line Manager explaining the relevant circumstances preventing attendance and briefing their Line Manager or a member of staff nominated by the Line Manager on any work related matters requiring attention that day.

In the event that the Line Manager is not available, Staff should speak to the Chief Executive Officer or another member of the Senior Leadership Team or Trustees.

Failure to follow the required notification procedure may result in the absence being deemed unauthorised and hence subject to disciplinary action under the Trust's disciplinary policy and procedure.

Failure to follow the required notification procedure may also result in non-payment for the period of absence.

**Staff should note that text messages, voicemails, emails and messages left with colleagues will not suffice as adequate notification under this policy and procedure.**

Where adverse weather conditions prevent attendance on more than one day, staff are required to follow the above notification procedure on each day in which their attendance has been prevented.

Staff should note that they have no automatic legal entitlement to remain at home on full or reduced pay where their attendance at work has been prevented by adverse weather and they have notified the School accordingly.

Where a member of staff has been prevented from attending work and has followed the correct notification procedure as above, the School will confirm to the member of staff that that his or her absence for that day is authorised and the following options will be explored:

If in the Line Manager's opinion the member of staff can work effectively from home, the School will notify the member of staff accordingly, agree a schedule for the day's work and the member of staff will be paid at his or her normal rate of pay for that day.

If in the Line Manager's opinion the member of staff is unable to work effectively from home either due to the nature of their duties or due to insufficient resources at home to facilitate home working on that day, the member of staff may elect to take this time as paid annual leave.

If the member of staff does not wish to take the time as paid annual leave and/or has no remaining holiday entitlement for that Holiday Year at the date of absence, time will be taken as unpaid leave.

In certain circumstances as an alternative to unpaid leave and where such is in the Line Manager's's opinion reasonably practicable, staff may with prior agreement use any extra hours already accrued to cover this period of absence or may, again with express prior agreement, make up the hours at a later agreed date.

Where disruption due to severe adverse weather conditions continues or is in the School's opinion likely to continue for a more than one day, the Trust may require staff to take annual leave to cover the period of anticipated disruption and will in accordance with its statutory obligations, give notice of no less than double the number of day's proposed leave.

### **Late Starts and Early Finishes**

Employees who arrive at work late or who ask to leave early will usually be expected to make up any lost time. However, the Line Manager will use their discretion to waive this requirement in minor cases, or (in the case of lateness) where they are satisfied the employee has made a genuine attempt to arrive on time.

The Line Manager also has discretion to allow staff to leave early and should have regard to the needs of the Trust and the employee's personal circumstances.

Where half the normal working day or more is lost, this will be treated as absence and dealt with as set out above.