



WYKE COMMUNITY &
CHILDREN'S CENTRE

13. Severe Weather Policy & Procedure

13.1 Statement

Wyke Community and Children's Centre places the safety of the children in our care as our highest priority, this policy will ensure that we are taking all measures possible to ensure that during poor weather we are able to keep the children in our care safe.

13.2 Implementation and Procedure

In the event of severe weather happening overnight we will:

- Make a decision as to whether to open our Centre - this decision will be made by the Centre Manager by 7am.
- Inform parents by 8am - this will be done by contacting parents via telephone, we will also provide closure information on our website www.wykeccc.co.uk, on our Facebook page 'Wyke Community & Children's Centre' and on the local radio 'Pulse FM'.
- Employees who live locally will be asked to come into work for a short period to help in the communication to parents.

In the event of severe weather happening during the day we will:

- Make a decision as to whether to keep our Centre open- this decision will be made by the Centre Manager. This will be based on health and safety issues and the weather forecasts and warnings.
- Inform parents of this decision via telephone, asking them to make arrangements for their child to be collected. We will also provide closure information on our website www.wykeccc.co.uk, on our Facebook page 'Wyke Community & Children's Centre' and on the local radio 'Pulse FM'.
- Expect employees who live locally to stay to assist with the care of children until they are collected. These staff may return home once all children have been collected safely.

13.3 Roles and Responsibilities

The Centre Manager has responsibility for deciding whether or not to close our Centre. All employees have a responsibility to ensure that they understand and follow this policy.