

## Extreme weather policy

Approved: 15 March 2019

Reviewed: 1 September 2022

Review due: 1 September 2023

### Purpose

The safety of the children, staff and families who use YMCA Children and Young People Services is of the utmost importance. YMCA East Surrey will endeavour to remain open where possible during bad weather conditions, however this policy outlines when setting will remain open and when they may close.

### Responsibilities and monitoring

Monitor:	Head of Children & Young People
Approve:	Board of Management
Endorse:	Children & Young People Advisory Group
Propose:	CEO
Draft and review:	CYP Quality Manager

### Policy and procedure

YMCA Children and Young People Services settings will endeavour to remain open throughout bad weather, unless it is unsafe to do so. Parents/carers and staff need to be aware that the daily routines may change, and that due to staff numbers we may need request that staff who live closer by come into their nearest setting to work. Parents/carers may even be asked to stay with their children until a correct staff to child ratio is in place.

### Predicted bad weather

If there is predicted bad weather/snow, the YMCA may make the decision to close the setting the following day. In this situation, a message will be sent via email/phone call to all parents to notify every one of the closure, and this information will also be published on our social media accounts.

### When settings remain open

If the CYP Services setting remains open during bad weather conditions, we will aim to operate as normal for as long as possible. This will depend upon:

- ▶ How many staff members are able to safely travel to work
- ▶ Whether the building inside and outside is accessible and safe, and the temperature is suitable for the children when inside.

We cannot and will not remain open unless the minimum and/or correct staff to child ratio can be met (as per the Statutory Framework set out by Ofsted). If this ratio cannot be met, unfortunately the children that we are able to accept on that day will be based on a first come, first served basis. We will aim to contact other staff members, but we are not able to go over the required ratio number.

### When settings may close

If the CYP Services setting is open as normal and bad weather sets in during the day, YMCA East Surrey's CEO will have the final judgement on whether the setting remains

---

open for the day, and for how long this might be. In their absence, YMCA East Surrey's Head of Children and Young People will have the final judgement.

For the safety of everyone accessing the CYP Services setting, if the CEO/Head of CYP feels parent/carers need to start collecting their children in order to get home safely, phone calls will be made to all parent/carers to inform them of the decision.

When weather warnings are in place the setting Coordinator/Manager will make a decision if it is safe enough to go outside (depending on the outside space and area).

If the setting does have to close, then fees for the period it is closed will be reimbursed.

If the setting is open during extreme weather, the normal terms and conditions apply. Therefore if a parent/carer chooses not to send their child into the setting when it is open, YMCA East Surrey cannot reimburse fees for that day.

Staff who have difficulties travelling to work should telephone the setting Coordinator/Manager, or the Head of CYP to discuss their situation.