



Adverse Weather Policy

Reviewed	Date of Next Review	Responsibility
May 2024	May 2027	Principal

Our Mission:

'To enable young people to live and work without barriers'

Our Values:

- **Teamwork** – we hold ourselves and each other to account and are better when we work together
- **Compassion** – we act with trust, honesty and kindness in everything we do
- **Inclusion** – we treat each other fairly and with respect
- **Innovation** – we encourage thoughtful, creative and aspirational ideas
- **Pride** – we encourage each other to be proud of who we are and what we do

1. Introduction

- 1.1. During recent years, adverse weather conditions have severely affected some of Fairfield Trust (FT) staff's ability to arrive at work, by whatever transport route they normally use.
- 1.2. Therefore, this policy has been developed in order to cover future situations likely to adversely impact on college services such as heavy snow, flooding or other severe weather warnings. Furthermore, this policy will ensure, as far as practical, that all FT staff are treated fairly and consistently.

2. Scope

- 2.1. This Policy applies to all employees of FT.

3. Principles

- 3.1. In the event of inclement weather, all employees are expected to make a genuine effort to report for work at the recognised start time. This could result in staff having to make special short-term arrangements in order to ensure that they do attend each day.
- 3.2. However, staff safety is very important to the Trust and staff are not expected to put themselves at risk in order to attend.
- 3.3. If an employee is late or cannot reach work, they must telephone their line manager as soon as possible to explain the situation. If the line manager has not reported for work, then staff are to advise a member of the SLT (Senior Leadership Group). Do not leave a recorded message. It is important that staff actually speak to a person to enable planned activities to be revised.
- 3.4. Staff who undertake additional duties to cover for absent colleagues will be paid overtime for any additional hours they work.
- 3.5. FT will endeavour to provide emergency accommodation on the college site for staff who are unable to travel home but they should not expect to be paid overtime unless they are covering for absent colleagues.

4. Changes to Contracted Hours

- 4.1. During the first day of any unbroken period of bad weather, when employees arrive late or are unable to attend work for their contracted hours, the Principal will decide whether all affected employees will be granted paid leave.
- 4.2. Alternatively, if the paid leave is not granted then each employee will be given the choice, whether they would prefer to take unpaid leave for the absence period or make up the owed time when the weather conditions improve.
- 4.3. Regarding subsequent days of bad weather, if staff are still unable to report for work each employee will be asked whether they would prefer to take unpaid leave for the absence period or make up the missed time when the weather conditions have improved. In exceptional circumstances and at the discretion of the Principal, paid leave may be granted.

5. Deterioration of Weather Whilst at Work

5.1. Should a member of staff request to leave FT early, due to worsening weather conditions and it is becoming too bad to travel later in the day, the line manager will give favourable consideration to such situations. However, under these circumstances any time taken will be either as unpaid leave or made up when the weather conditions had improved.

6. Closure of FT Premises

6.1. It is unlikely that the college site would close during term time as a programme of activities and support would have to be provided for the residential students.

6.2. However, should the Principal decide to close the college, staff will be paid for their normal contracted hours from the time when the college closed eg if adverse weather occurred at the end of a college holiday.

7. Care of a Child or other Dependants

7.1. If no immediate arrangements can be made for the care of other dependants during periods of inclement weather, please speak to your line manager.

8. Review

8.1. The policy will be reviewed biannually or in light of operating experience and/or changes in legislation.

By order of the Board

Dr Graeme Athey
Principal
May 2024