

## **Torwood Out of School Club** **Parent/Carer severe weather procedure**

In the event of severe weather (making roads and pavements dangerous to use) these instructions will act as a reminder during severe weather periods.

### **Scenario 1**

If the weather is severe enough for us to close Torwood Out of School Club the following processes will be used:

#### **Communications**

- 1) We will let the local radio stations know, that is **BBC Radio Bristol & HEART FM Bristol (96.3)**
  
- 2) We will leave a phone message on all main telephone numbers
  - Torwood House School 0117 973 6620
  - Torwood Lodge Nursery and Out of School Club 0117 973 5620

Message to say – **We are temporarily closed today, please phone tomorrow for an update**

The decision to close or not will be made by the latest at **6.30am on the day**

### **Scenario 2**

If the weather is severe, but not bad enough for us to close one site, we will continue to offer childcare at Torwood Lodge Nursery (27-29, Durdham Park) using **staff from all sites who are able to get into work**. Please be aware that the staff involved may not be known to you, as a number of our staff don't live locally and may, as a result of using public transport, not be able to get into work. We will be offering childcare on a first come first served basis, this will depend upon the level of staffing available. The following process will be used

#### **a) Site usage**

- Torwood Lodge Nursery (27-29, Durdham Park) will stay open for all children from Torwood Out of School Club, Torwood Lodge Nursery, Torwood House School, Daisychain Nurseries, Westbury Park and Clifton (depending on the number of staff who have been able to make it into work).
- Torwood House School to shut
- Daisychain Nursery, Westbury Park to shut
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**Please be aware that we may not be able to accommodate a large number of children and you may be asked to stay with your child until we have enough staff to accommodate safe ratios. If, in the event of us not having enough staff to accommodate your child, or the weather continues to worsen, you may not be able to leave your child with us, we do apologise for this inconvenience, but have to consider the safety of our staff and your children.**

## **b) Collection of children**

If severe weather persists and we think that this warrants closing Torwood Lodge Nursery, whilst there are children on site, we will contact parents and expect you to be able to pick children up **within a half hour**. This will allow our staff the opportunity to make their way home safely too.

## **c) Notes to consider**

- On arrival at TLN to drop your children off, please ensure you have left an EMERGENCY CONTACT NUMBER with the Manager on site.
- Unfortunately there are no reimbursements of payments as a result of severe weather closing either of the nurseries, the Out of School Club or the School for a period of time.
- We will be offering childcare on a first come, first served basis

## **Scenario 3**

If the weather is bad, but not bad enough for us to close any of the sites, the following processes will be used.

### **a) Collection of children**

If severe weather persists and we think that this warrants closing any of the sites completely, whilst there are children on site, we will contact parents and expect you to be able to pick children up within **a half hour**. This will allow our staff the opportunity to make their way home too.

### **b) Notes to consider**

- On arrival at either of the sites to drop your children off please ensure you have left an EMERGENCY CONTACT NUMBER with the Manager on site.
- Unfortunately there are no reimbursements of payments as a result of severe weather closing any of the sites for a period of time.
- We will be offering childcare on a first come, first served basis
- Please be aware that we may not be able to accommodate a large number of children and you may be asked to stay with your child until we have enough staff to accommodate safe ratios.

**This is not an exhaustive list, so there will be scenarios that we haven't considered**