



Adverse Weather Policy

August 2024

(Next review date August 2026)

Safeguarding Statement

SupaJam is a post-16 specialist provider, specialising in Music, Maths, English and Life Skills. All staff, volunteers and partners are committed to safeguarding the welfare of every person within SupaJam. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

Introduction

SupaJam recognises that staff may face difficulties attending their place of work and returning home during periods of adverse weather conditions such as heavy snowfalls, flooding, or other adverse weather conditions which may result in journeys to work being extremely hazardous. However, while SupaJam is committed to protecting the health and safety of all its staff, it must ensure that disruption caused to the daily running of SupaJam is minimal.

The purpose of this policy is to outline the responsibilities of all members of staff and line Managers when considering attendance at work during adverse weather conditions and to outline the appropriate procedures

Staff will make every effort to attend work during adverse weather conditions. In the event of bad weather, should SupaJam see fit to close, staff on payroll will be expected to complete administration tasks from home and be in regular communication with their line manager. It is the member of staff's responsibility to ensure they have access to the resources needed to complete this work. Alternatively, if no work can be completed, the member of staff may take the day(s) as paid holiday or unpaid.

Contractors will be given the opportunity to complete additional tasks or training from home and will be paid at 50% of their usual rate of pay, up to a period of 5 days, over the course of the academic year. They will need to be in regular communication with their line manager and complete all tasks set in order to invoice for these hours. It is the contractor's responsibility to ensure they have access to resources needed in order to complete this work. Alternatively, if no work can be completed, the member of staff may take the day(s) as unpaid.

A decision will be made by the Base Leader as to whether SupaJam will close due to adverse weather by 7.30am in the morning. This will then be communicated to all line managers via email, or alternative and appropriate form of communication eg (secure) mobile messaging system. Line managers will then need to communicate the closure with the staff and contractors that they line manage. In the event of adverse weather during the day, a decision will be made by the Base Leader as to whether SupaJam will close early.

Responsibilities of staff

It is the responsibility of the staff member to make every effort to attend work, in accordance with their contract of employment. This includes adapting their means of travel if necessary or using a combination of travel options, even if this results in arriving late for work. It should be noted that where an additional expense is incurred as a result of using different travel methods these expenses cannot be reimbursed by SupaJam.

In the event of adverse weather conditions, staff will take all reasonable steps to report their inability to attend work to their line manager as soon as is practicably possible. This should be in line with SupaJam's normal arrangements for reporting sickness absence or other unanticipated absence and this will apply for each day that the member of staff is unable to attend work.

Please note that failure to comply with reporting arrangements will amount to unauthorised absence and therefore will automatically be unpaid.

Responsibilities of line managers

Line managers should ensure that all staff are made aware of SupaJam's Adverse Weather Policy and that all staff are treated fairly and proportionate to their needs, taking into account individual circumstances.

Line managers should ensure that reporting arrangements are clearly communicated to all staff. This needs to be consistent with information already provided to staff for reporting sickness absence or other unanticipated absences.

There are a range of factors which should be considered (see below) when deciding how time away from the workplace should be categorised and it is the responsibility of each line manager to use a consistent and fair approach.

The following factors should be taken into consideration by line managers when agreeing on the appropriate action to take:

The employee's safety

Distance travelled to work

Prevailing weather conditions and their expected duration

Information and guidance from the AA, police and/or local radio, e.g. about safe travelling. Modes of transport available to staff

The degree of effort exercised by the member of staff and whether they have made attempts to make alternative travel arrangements

Working from home

The caring or childcare responsibilities of the staff member

The health of the staff member; for example where it is known that they have a mobility or other health/ medical condition, special care should be taken in reaching a decision relating to attendance and pay and any other factors pertaining at the time

Policy Options

If a member of staff has made all reasonable efforts to travel to their place of work but has failed due to adverse weather conditions or disruptions to public transport, upon agreement with the line manager, who may agree one of the following options to account for time lost:

Working from home (if practicable).

Taking annual leave (salaried staff only).

Taking unpaid leave.

Or apply a combination of the above options if the period of adverse weather is prolonged.

If the staff member has made efforts to attend work on time and arrives late, they will not be expected to make the time up if the lateness in total is no more than half the staff member's normal working day, having regard to the severity of the conditions and the personal circumstances of individual staff members.

If the total time lost amounts to more than half the time of the staff member's normal working day it will be unpaid for contracted staff. Salaried staff can elect to use their holiday allowance to cover this time or they may also take it as unpaid.

Other considerations

Special care should be taken when applying this policy where it is known that an employee has mobility problems or a medical/health condition which may be exacerbated by adverse weather conditions.

Staff who are already on leave (annual, maternity, sickness etc.) will not be entitled to a day off in lieu if SupaJam closes due to adverse weather conditions.

- This policy does not form part of your term and conditions of employment.
- We reserve the right to amend, shorten or not to follow this policy for employees under two years service.