

Kiddies Campus Policies and Practices

Policy Name: SNOW POLICY

Trigger Event(s):

Snow on Dunedin's roads that may affect staff travel to the centre.

Rationale:

Some of the parents of children in the care of Kiddies Campus are required to turn up to work, irrespective of whether the roads are clear or not, either because of the nature of their employment or because they can do so – not all parts of the city are affected equally by the weather. In such circumstances it is important that they can rely on care for their child.

Te Whariki:

Goal 3 – Well-being: Teachers experience and environment in which they are kept safe from harm.

Recommended Procedure:

- Kiddies Campus will open on every day other than weekends and statutory holidays, with the exception of the Otago Anniversary Day when we do open.
- When snow is forecast the night before the Head Teacher, or Assistant Head Teacher, will assess the roads in the morning. If there is a problem with the roads the Director will be contacted.
- A decision will be made by the Director and Head Teacher whether to advise the radio cancellation service that there will be a delayed opening. If this is done a message will be posted on Educa for parents/caregivers advising of the late opening.
- When there is a delay in opening it shall be no later than 10.00 unless situations warrant a slightly later opening. This information will be announced on **More FM** and **Classic Hits**.
- Two staff will be contacted by the Head Teacher and asked if they can get to the centre to open as near to the normal time in case some parents try to drop off children. This will only be expected of the staff who live in areas least affected by the snow, that is, within the city 'basin'.
- The Director will pick up the staff from their homes and deliver them to the centre if they require transport.
- All staff are required to get to work as near to their rostered start time as possible. Staff will finish at their usual rostered finish time, irrespective of start time, unless the Head Teacher can release them earlier. If staff have other commitments, such as school aged children, they are expected to arrive when they are able
- If the number of children attending the centre on snow days is reduced the opportunity will be taken to clean and tidy the centre and work on children's profiles. Staff may be released early if appropriate
- Staff may wish to take annual leave instead of coming to the centre. This can be authorised by the Head Teacher after considering the number of children in attendance. Approval is conditional on the staff member being available to attend the centre if required.

Policy Reference Information:

Health and Safety at Work Act 2015