

KPC YOUTH

SEVERE WEATHER POLICY

REVIEWED JANUARY 2013

The purpose of this policy is to ensure that services at KPC are properly maintained in times of severe weather, whilst recognising the inevitable difficulties faced by staff in travelling to work in such conditions, and taking consideration to providing a safe environment for those attending our centre. The successful implementation of this policy will require effective communication to enable accurate information in terms of:

- Actual weather conditions at given times
- Availability of public transport
- Road conditions and up to date police advice
- Cover arrangements
- Information/Contact Details for all Staff, including PRU Staff

All employees must make all reasonable efforts to attend work unless contacted by the Chair of the Trustees, or Project Manager and told not to do so. If this happens then staff who would have been on shift will be paid half their normal shift.

If attendance at work proves to be unachievable, employees must telephone the Project Manager on 01656 646830 (H) or 749219 (W), Karen, Senior Youth Worker on 07812 791311, or Senior Shift Staff-Ceri: 07403 483143, Paul: 07814754345, Tracy: 07918153507 advising their situation at the earliest opportunity, ideally before the start of their shift.

Guidelines:

- When an employee does not arrive at KPC by their normal starting time, they will be paid from the time they arrive
- For daytime shifts, if difficulties in attending due to safety concerns with their cars, staff should consider use of public transport as an alternative means

- For employees who do not attend work a deduction will be made from their pay for all periods not worked, or may be given the opportunity to work back lost time, by arrangement with the Project Manager, or use annual leave (See Annex A, listing options for pay recovery).
- When advising they are unable to get into work, staff must inform the Project Manager at the time of need, that they are prepared to either forgo that shift/hours or would request the "special circumstances" arrangement. This option must be requested, and is not an automatic given - if the Project Manager is not informed, unpaid hours will be deducted at the end of that week.
- A minimum of 2 staff are needed to be at the Centre for it to open for H & S reasons - one must be a Senior or Deputy Youth Worker
- Where the Project Manager or Senior Youth Worker determines the workplace should close early due to seriously deteriorating weather conditions, there will be no loss of pay to staff on duty for that shift
- If the Project Manager decides that due to the safety of staff and young people using the project that the project should not open, local staff will not be expected to turn up for their shifts - but as above will be paid half their normal shift

Guidelines re Members:

- In the event of forecast or existing severe weather when the Directors or Project Manager have decided to close the centre, the Senior Youth Worker will endeavour to ensure members are aware of this by contacting members via Facebook, texts, schools etc.
- In the event of severe weather conditions coming in whilst the centre is open, resulting in the need to close the centre for the safety of those attending, the Senior Youth Worker on duty will telephone the parents of those who are Under 13 to advise them of

this, and ask if they are able to collect their child/make them aware that their child is leaving the centre.

- The Senior Youth Worker on duty is responsible for ensuring that young people remain within the project in extreme icy/snow conditions for their own safety, and young people are not permitted to access external activities - eg: skate park, or pitch. The Senior Youth Worker will assess conditions at the start of each shift in these conditions.

Guidance re Volunteers:

- The Senior Youth Worker will contact those on rota for the evening to advise if the centre is closed

SEVERE WEATHER PAYBACK SCHEME

In the event of loss of earnings due:

- arriving late at the centre due to weather conditions
- to closure of the Centre, or early finish

and in order that you do not loose wages on the week of the closure, staff will be given the option to be paid as normal, by either payback hours through accumulated hours or payback hours/shifts during the following 2 months.

Details of hours/shifts to be paid back will be logged by the Project Manager, and staff will be required to sign below that they are in agreement with this.

I am aware that I also have the option of loosing pay for the shift I was unable to work at that week's pay.

I agree that due to closure of the centre due to severe weather conditions on (date), I am being paid as normal for my shifts to w/e:

I am aware that I will need to pay back these hours/shifts during the next two months, or otherwise payment will be automatically deducted from my wages.

If I have done any extra hours/shifts (unpaid) these can be used towards payback of the unworked shifts due to Severe Weather. I will ensure the Project Manager is informed of these by the Senior Youth Worker.

Signed: Date:

Name in Caps: