

## Adverse Weather Conditions Policy & Procedures

During adverse weather Derwent Training Association (Derwent Training) will remain open whenever possible to do so. It will act in the very best interest of learners and staff with consideration for safety being paramount.

The decision to close the centre will be made as early as possible and communicated via the official website, Facebook, Twitter, Instagram and LinkedIn.

### For learners:

1. Derwent Training is only closed when it formally announces it is closed and this will be done through the Derwent Training website and the Facebook, Twitter, Instagram, and LinkedIn social media sites. Learners must check these if they are in doubt and before they travel.
2. The decision to travel to Derwent Training is ultimately the individual learner's responsibility. If a learner deems it safe to travel then Derwent Training will be open unless a formal announcement has been made.
3. If Derwent Training is closed due to adverse weather conditions, all apprentices will be expected to attend their place of work on that day. Derwent Training shares this policy with employers.
4. Should conditions begin to deteriorate during the training day, a decision to send learners home will be taken by the Senior Leadership Team following advice from appropriate external agencies.
5. Derwent Training is aware that learners travel from a wide geographical area to the centre in Malton. It is possible that a learner's local area is affected by adverse weather and even though the centre is open, it would be unwise to travel. In these circumstances, the learner must call the Training Centre centre's (01653 697698) to report their absence and inform their employer and attend work (following their employer's adverse weather advice).

**For staff:**

1. The Senior Leadership Team will make the decision when Derwent Training is closed due to adverse weather conditions.
2. Derwent Training is only closed when it formally announces it is closed and this will be done through the Derwent Training website and the Facebook, Twitter, Instagram, and LinkedIn social media sites. Staff must check these if they are in doubt and before they travel.
3. Should conditions begin to deteriorate during the training day, a decision to send staff home will be taken by the Senior Leadership Team following advice from appropriate external agencies. All learners must leave Derwent Training before staff leave the premises.
4. Derwent Training is aware that staff travel from a wide geographical area to the centre in Malton. It is possible that a staff member's local area is affected by adverse weather and even though the centre is open, it would be unwise to travel. In these circumstances, the staff member must call the Training Centre to report their absence. If this is a trainer, they will be expected to provide information about what the learners in their classes should be doing during the lessons so cover can be provided.

**Responsibilities during adverse weather conditions****Senior Leadership Team**

- Make decision on whether centre is to close due to adverse weather conditions
- Inform the Business Development Officer

**Business Development Officer**

- Update website, Facebook, Twitter, Instagram, and LinkedIn pages and keep in regular contact with members of the SLT in order to amend these as required

**January 2019**

**Updated August 2023**