**Early Years and Childcare Professional Development Centre (PDC)**

**Adverse weather policy and procedure**

In the event of adverse weather, for example, snow, ice, extreme winds, we reserve the right to postpone training, possibly at short notice.

The decision to postpone training will not be taken lightly but will consider the implications for individuals involved in the training, to include delegates, trainers and administrators.

The Early Years Team will endeavour to be aware of the five-day weather forecasts, particularly during the Autumn and Spring terms. In the interests of safety, if there are warnings of weather conditions that could potentially make travelling hazardous, a decision will be made as to whether training should be postponed.

In the case of adverse weather such as snow, the following will happen.

* Wherever possible decisions about cancelling training as a result of adverse weather conditions will be made the day before.
* Delegates will be notified via the contact details given on their booking form and a cancellation notice will be put on the front of [www.e-learningatlast.org.uk](http://www.e-learningatlast.org.uk)
* Delegates are responsible for looking on the front of [www.e-learningatlast.org.uk](http://www.e-learningatlast.org.uk) to ensure they are briefed on any changes to the proposed training they are due to attend

Where it has not been possible to make decisions the day before and adverse weather conditions mean we have to cancel training on the day, we will endeavour to notify delegates as soon we can.

* Delegates will be notified via a cancellation notice on the front of [www.e-learningatlast.org.uk](http://www.e-learningatlast.org.uk)
* Please be aware that delegates will not be individually notified on the day and are responsible for looking on the front of [www.e-learningatlast.org.uk](http://www.e-learningatlast.org.uk)
* Please note, as we are co-located with Bligh Schools Federation, the PDC will be closed if the schools are closed.
* If you have not received a telephone call, and you are unsure about whether the training may have been postponed, we recommend that you check www.e-learningatlast.org.uk or telephone to confirm whether the training will be taking place before starting your journey. The telephone numbers for this are 01634 334030
* Delegates will be advised of an alternative date for the training as soon as this is arranged.

We apologise in advance for any inconvenience postponement may cause.