

P016- Emergency Closure Policy

Introduction

It may be necessary to close the School for a variety of reasons including:

- Severe weather including snow, flooding or storms
- Disruption to transport, for example through petrol or diesel shortages
- Accommodation problems, for example loss of power supply,
- Heating failures or fire damage
- Staff shortages

The School will, however, endeavour to remain open where possible. The School's contingency plans should be passed on to staff, parents and pupils.

Closure due to severe weather

The decision to close the School will normally rest with the Head Teacher or in their absence the Head Teacher or in her absence the Chair of Governors (three authorities).

The decision should be made where possible before 7.00 am and on the basis of information received from the media about the weather, supplemented by on the spot observation, either personally or from staff members better placed to make such observations and through appropriate external agencies such as the Met Office.

Factors involved in reaching the decision to close the School are likely to be:

- Access to the School, i.e. road conditions (obstructions, snow, ice, flooding etc).
- Breakdown of School's essential services (heating, electrical services, water, storm damage etc).
- Adequate staffing levels at the School

The Head Teacher will advise staff, and parents via phone and advise parents, pupils and providers via phone and advise when to check the School website for any updates.

The staff should be made regularly aware of this procedure as incidents can occur with little or no warning.

During School Day Closure Guidance

It may be necessary for the School to close during the day i.e. if the weather is deteriorating and there is doubt as to whether children can be safely returned home later in the day. In such cases the School will inform the parents of imminent closure and seek their advice with regards to the transportation home of their children.

Staff attendance

Where severe weather conditions make it difficult for staff to get to and from work, unless advised to the contrary by the Schools Manager then the expectation is that staff will present themselves for work.

All Staff need to be advised of all emergency requirements.

Clearance of Snow

The Staff is responsible for snow clearance and the clearing of the approach path. This is the specific task of the staff. When severe weather is forecasted, the School staff should lay salt and grit.

The clearance of public roads is the responsibility of the Highways Department.

The School has a responsibility in bad weather to keep the children indoors.

In the Event of the School being closed

If the School is closed it is the responsibility of the Head Teacher to ensure that the following events happen where it is possible to do so:

- The information is passed to relevant media agencies as soon as possible
- The School office answer phone is amended to a short closure message
- Notices are placed on the School entrances advising visitors, parents and pupils that the School is closed where possible.
- The School is appropriately staffed by teachers/teaching assistants to deal with any pupils who arrive at the School until parents or emergency contacts have been contacted regarding their arrangements for return journeys home.
- Inform the Commissioners and chair of governors of closure.

These tasks do not all have to be completed by the Head Teacher, although they have the overall responsibility for ensuring each has been carried out

	Name	Signature	Position	Date
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