

## Blackfen School - Adverse Weather arrangements - Procedures/Policy – October 2016

This has been updated to reflect the most up to date guidance. However we will be working on an Emergency Plan and the adverse weather arrangements will be contained in this.

### **Statement of Intent**

The school will make every effort, subject to health and safety requirements, to keep the school open so students can continue to learn. Please note that the school will always be open for any external examinations.

### **Decision to close**

The decision to close the school is made by the Head Teacher in discussion with the Chair of Governors, the Business Manager and the Site Manager.

Possible reasons for closure

- A severe weather forecast
- Disruption to transport routes
- Insufficient numbers of staff to supervise students
- Safety of the school site for staff and students

### **Procedures if the decision is taken to close the school**

#### **Closure 1: School in session**

The Head Teacher will notify all staff that the school will be closing. Parents will be notified that the school is to be closed (see below) and students will be sent to Community registration rooms. Students will be notified of the closure. The Office staff will provide a list of students (to the Tutor) who do not have permission to be sent home and the Tutor should escort these students to the Canteen. The Deputy Head (Student Development) and an Assistant Head should be at the Canteen to receive the students from the Tutor. These students should be supervised until 3.10 or until contact is made with home. Staff should not leave the school site until the Head Teacher has sent a message to all staff informing them that they can leave the site. This will be soon after the site is clear of most students. It is the responsibility of the Leadership Team to supervise any students remaining on site.

If a decision is made to keep the school open individual parents have the right to collect their daughter from school if they feel that it is in the interest of their child's safety to go home. We will respect their wish to come to school to collect that student. The student must sign out at Room 2.

### **Closure 2: School not in session**

If a decision to close the school is taken before the start of the school day staff and parents will be notified (see below). In most cases the decision to close the school will be taken on the day of the closure.

### **Closure 3: Partial closure**

On some occasions it may be possible to open the school late or close early due to adverse weather. In these instances staff should be in school for the time that the school is open. It may also be possible to open for specific groups of students e.g. examination groups. In these instances staff should be in school for the time that the students are in school.

### **Information to Staff and Parents regarding the closure or reopening of the school after a closure and responsibilities of staff**

#### **Staff**

	Primary responsibility	Back up responsibility
Notification of decision on the school website	JHE	ECU
Notification of decision on open check (LGFL)	MBR	FVA
Text alert/email alert – School in session	JCL	NRO
Text alert/email alert – School not in session	AMC	JCL
Twitter alert	JHE	JHE
Telephone answerphone message changed	CTS	CTS

Whole staff email message	Generated by MBR Sent by CTS	Sent by CTS
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Twitter alert	JHE	JHE
Telephone answerphone message changed	CTS	CTS
Work ideas for students to study at home. Information to website.	AMC	LHA

## Staff specific roles during a closure

- 1 Organisation and utilisation of Site Staff – VMU/GMO
- 2 Organisation of at least one person in the Office during school open hours – KBN
- 3 Information to Lettings about closure of the school – GMO/CBE

## Expectations of staff

In the event of adverse weather the onus is on employees to get to work. Employees should not be expected to put their health and safety at risk getting to work.

If the school is closed and staff are unable to attend due to travel disruption or health and safety this will be an approved absence (paid).

If the school is fully or partially open to students there is a high expectation that all staff will report to work. If staff are unable to attend due to travel disruption or health and safety the following may happen:

- Staff take this time as unpaid leave
- The leave is paid but staff are expected to make up the time in lieu (this only applies to Associate staff)
- Staff take this time as paid annual leave (this only applies to Associate staff)

If any member of staff, who is fit to work, does not report to work at all during the day when the school is open or partially open the Head Teacher will inform the member of staff in writing that the matter will be reported to The Chair of Governors. An adverse weather committee (made up of members from the Staffing Committee) will consider recommendations from the Head Teacher and any written representation from the staff member concerned before deciding on what appropriate action to take (see above).

## Guidance

DfE – Advice on severe weather – 7 February 2013

Emergencies and severe weather: schools and early years settings. DfE March 2014.

DfE Guidance - Emergency planning and response – December 2015

## Severe weather

During severe weather conditions, such as flooding or snow, you should keep your school or early years setting open for as many children as possible.

However, it might be necessary to close temporarily due to inaccessibility or risk of injury. You should do all you can to reopen as soon as possible.

If flooding has significantly affected your school or early years setting, you should contact us directly (see incident team details at the bottom of this page).