

## Adverse Weather Conditions 2019

Date	Review Date	Coordinator	Nominated Governor
January 2019	November 2020	Head and Premises Manager	Chair

We have a duty to have in place clear procedures when some pupils may have to be sent home early or when a whole school may be forced to close because of adverse weather in order to ensure the safety and wellbeing of pupils and school personnel.

We have a responsibility to make every effort for the school to remain open whenever possible and the decision to close the school will be made after careful consideration of a number of factors.

We are aware that pupils are entitled to 190 days of schooling and some have an entitlement to free school meals, therefore, we will make every effort to ensure the school remains open. However, the safety and wellbeing of all pupils and school personnel remains our main priority.

The Headteacher in consultation with the Chair of Governors has the responsibility for deciding to close the school either before the beginning of the day or during the school day after considering factors specific to the school.

We have a duty and responsibility to ensure the safety of all pupils and therefore no child will go home unescorted or without the prior knowledge of the parent / carer.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

### Aims

- To make every effort for the school to remain open whenever possible.
- To consider factors specific to the school before making a decision to close the school during adverse weather conditions.
- To share good practice within the school.
- To work with other schools to share good practice in order to improve this policy.

### Responsibility for the Policy and Procedure

### Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to take the decision to close the school in adverse weather conditions;
- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Headteacher and Senior Leadership Team**

The Headteacher will:

- make the decision to close the school in conjunction with the Chair of Governors **before** the school day begins if:
  - weather conditions are too severe and hazardous for people to travel
  - the weather reports forecast severe weather throughout the day
  - insufficient school personnel are unable to come in to keep the school running smoothly and safely
  - we are unable to provide school meals for pupils
  - conditions on the school site are too dangerous to ensure the safety of pupils, parents and school personnel
  - the school heating system cannot produce and maintain sufficient heat
- make the decision to close the school in conjunction with the Chair of Governors **during** the school day if:
  - weather conditions are becoming hazardous for people to travel
  - there is a power failure due to the severe weather conditions
  - conditions on the school site are too dangerous to ensure the safety of pupils, parents and school personnel
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

When the decision has been made to close the school the Headteacher will inform:

- parents via:
  - parent texting
  - telephone
  - the school website
  - school answer phone
  - the Local Authority website
  - local radio
  - local television
- school personnel
- the school transport contractor
- the Local Authority:
  - schools division
  - transport team
  - catering
  - cleaning

### **Role of the Health and Safety Coordinator**

The coordinator will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

### **Site Manager**

The Site Manager will:

- comply with the school's Health and Safety Policy, safety procedures and risk assessments;
- conduct health and safety adverse weather survey with the Headteacher and Safety Representative;
- report immediately any defects or hazards;

- ensure:
  - the main entrance is cleared and treated;
  - an access path to the main door is cleared and treated;
  - designated final exit doors from the school building are kept clear as far as is practicable;
  - that snow does not pile up over gullies;
  - that disabled parking bays are kept clear;
  - fire exits are kept clear;
  - that icicles do not hang over entrances and exits

### **Role of the Nominated Governor**

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

### **Role of School Personnel**

School personnel will:

- comply with all aspects of this policy;
- keep the school informed of any changes to their contact details;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

### **Role of Pupils**

Pupils will:

- be aware of and comply with this policy;
- be encouraged to work in partnership with the school by making decisions and exercising choice in relation to their educational programme;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

### **Role of the School Council**

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- organising surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body

### **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- keep the school informed of any changes in their contact details;
- check the school website etc
- work in partnership with the school;
- comply with this policy for the benefit of their children;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

### **Training**

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school

### Linked Policies

▪ Health and Safety	▪ Fire Safety
▪ Accidents & Emergencies	▪ Crisis Management
▪ Medical & First Aid	▪ Communication

<b>Headteacher:</b>	Sean Flood	<b>Date:</b>	01-02-2019
<b>Chair of Governing Body:</b>	Derek Vitali	<b>Date:</b>	01-02-2021