



## Parc Eglos School

# Emergency Policy and Procedure For School Closures

The priority must be to ensure that all children within our care are kept safe and warm. All subsequent actions must take this overriding aspect into account.

### Step 1: Assess the Risk

A risk assessment must be taken, taking into consideration of both actual and potential hazards. If before 8am, we will need to assess whether or not it is safe for children to travel to and from school. If during the school day, we should consider whether it is feasible for children to remain in the school; and if not, whether subsequent risks will arise by sending children home.

### Step 2: Seek Advice from the Local Authority (Optional)

The Capital Strategy Team may be able to provide information on weather and road conditions across the county. For advice on maintenance issues e.g. water, power and heating problems, we should contact our Building Surveyor, Mechanical Engineer, Electrical Engineer or PFI Provider.

### Step 3: Seek Governing Body Authorisation

If the decision to close is made, the Governing Body must authorise the decision. If the Chair of Governors is not contactable, the Vice Chair or other members of the Governing Body should be contacted to ratify the decision.

### Step 4: Inform the Local Authority & Radio Stations

Once Governor approval has been obtained, an e-mail must be sent to the School Emergency Inbox - [schemerg@cornwall.gov.uk](mailto:schemerg@cornwall.gov.uk) - to confirm the closure. The subject of the e-mail must read:

Parc Eglos 2133 - Closure

The e-mail should contain a brief explanation clarifying the reasons for closing. E-mails which do not include your school's 4-digit DCSF number within the 'subject' bar will not be accepted - this measure has been implemented to verify that the e-mail is genuine.

A copy of the e-mail will automatically be sent to the Capital Strategy Team, BBC Radio Cornwall, Pirate FM, Atlantic FM, the Passenger Transport Unit (PTU) and Jayne Jago (Catering).

As this is purely an inbox, an acknowledgement will not be received.

If, for whatever reason, it is not possible to send an e-mail, the number provided below must be called

Monday - Friday (8a.m. - 5p.m.) Capital Strategy Team 01872 326986 [schemeg@cornwall.gov.uk](mailto:schemeg@cornwall.gov.uk)

All other times David West (West Cornwall) 07973 813822

## **Step 5: Inform Parents**

The closure e-mail will be announced by BBC Radio Cornwall, a broadcasting partner, and possibly by other local radio stations. However, we may wish to inform parents directly.

If before 8am, a member of staff must be at the school at the start of the day to inform parents who may not have heard on the radio of the school's decision to close. Similarly, if during the school day, a member of staff must remain at the school until all children have been collected.

It must be ensured that children are not being sent to homes where there will be nobody in, unless parents have previously indicated that they are happy for this to happen, and it is known that the child will be able to gain access. Similarly, a child may go home to a friend's or neighbour's house, as long as parental consent has been gained beforehand. If children decide for themselves to strike-out for home against all advice, all reasonable measures short of physical restraint should be used to prevent them.

Steps 1 - 5 must be completed as soon as practically possible.

The decision to close or remain open will be made by 7.15a.m, after an initial assessment has been made by Martin Pennell, Brett Dye and the Chair or Deputy Chair of Governors.

## **SUPPLEMENTARY INFORMATION**

**A copy of this guidance should be kept in the school office, and a personal copy held by the Headteacher, Chair of Governors and Caretaker.**

## **PROACTIVITY**

As a proactive measure, parents should be informed beforehand of the procedure to be followed in the event of a closure, and advise that they listen to local radio stations during inclement weather. It is important that the school is aware of up-to-date weather forecasts so that the school can be proactive rather than reactive in an emergency or closure situation

## **PREVENTION**

The main reason for school closures is due to inclement weather and the damage it causes to school premises e.g. boilers, pipes.

If temperatures fall below freezing, someone from the school, perhaps the caretaker, should undertake a daily inspection of the property's boilers, radiators and water heaters. For advice on how to do this and for tips on what you should be looking for, please contact your Mechanical or Electrical engineer.

Monday - Friday (8 a.m. - 5p.m.) 0300 1234 100

All other times 07973 721 092

Any problems or faults with your building should be reported immediately to your Building Surveyor.

## **PROPERTY DAMAGE**

During adverse weather, it is important to report any structural damage to the Building Surveyor, who will make the necessary arrangements for repair. If the Building Surveyor is not contactable, we may wish to seek professional advice from elsewhere, such as local contractors e.g. plumbers and electricians.

It is vital that you retain a log of who you contacted, who visited your school, and the duration of their visit. This should be passed on to the Building Surveyor, together with all subsequent invoices, who will compile an insurance claim for your property centrally.

## **OTHER MAJOR INCIDENTS**

Major incidents are occurrences such as a severe gas leak etc. which require the whole school to be evacuated. In the event of a Whole School Evacuation during school hours, the pupils will be escorted from Parc Eglos School to Saint Michael's Church by the safest route. This will involve all pupils from Pathways up to and including Year 6.

<b>Review &amp; Approval Date</b>	<b>March 2016</b>
<b>Signed by Chair of Governors</b>	<b>John White</b>
<b>Signed by Headteacher</b>	<b>Brett Dye</b>
<b>Next Review Date</b>	<b>March 2018</b>