



INCLUSIVE LEARNING FEDERATION

Bradwell Village School **Emergency Closure Procedure**

Written by: L Vincent

Date: July 2023

Approved by: Full Governing Body

Date: July 2023

Last reviewed on:

July 2023

Next review due by:

September 2024

This policy will be read in conjunction with the school's Health and Safety Policy.

INTRODUCTION

This policy sets out Romans Field School's approach to emergency closures including what happens in the event of the school having to close due to snow.

THE PROCEDURE

The school has a closure procedure which involves the cascading of information to staff. This is updated every year.

Contact Person	Who the Contact Person Informs
Executive Headteacher	Head of School, Site Manager, Chair of Governors, SIP
Head of School	Assistant Headteacher, Upper Key Stage Lead, Lower Key Stage Lead, Business Manager, SENDCO, Learning Mentor
Upper Key Stage Lead	Year 3 & 4 Team– Teachers and LSA's
Lower Key Stage Lead	Year 5 & 6 Team – Teachers and LSA's
Business Manager	Admin Team Supply Agencies Parent/Carers via Parentmail and Website
SENDCO	SEND team
Site Manager	Site Team

If the school needs to be closed in an emergency, the following procedure will be carried out:

Parentmail will be used to:

1. Inform our parents by a text if the school is closed due to an emergency and a notice will be put on the school's website.
2. To confirm to all staff of school closure by a text and email.

The decision on whether or not to open the school will be taken by the Executive Headteacher or Head of School although on some occasions the decision may be taken by the Local Authority.

If the whole site is unsafe (e.g., after heavy snow) it follows that it would be unreasonable to expect staff to put themselves at risk. Under these circumstances it will be expected that staff work at home on preparation, marking and assessment duties in connection with their normal work commitments.

All pupils will have access to online learning platform should the school need to close for a longer period of time.

If local conditions permit the school to open for pupils, staff are asked to make every possible attempt to get in, though it is accepted that some will inevitably be late. Staff should contact their line manager to discuss their situation.

GRITTING PLAN

Bradwell Village School recognises that arrangements should be made to minimise risks from snow and ice. This may involve gritting, snow clearing and closure of some areas of the school site. All reasonable efforts will be made to ensure that the establishment remains open as normal.

The Site Manager and Executive Headteacher or Head of School monitor local weather forecasts in order to react to situations as quickly as possible and implement any special measures. These measures may include staff starting work earlier to commence the gritting plan and the Site Team will attend the site as soon as possible in the event of snow and ice.

Areas will be cleared in the following order of priority and treated with salt/grit to maintain a clear pathway especially where temperatures remain below freezing:

1. the car park;
2. pathways from the school gates to the school entry doors;
3. pathways leading to the school office.

If snow needs to be cleared the following snow clearance will be carried out:

1. the white lines in the car park;
2. slope out of the school car park

As time permits, other areas may be cleared and gritted as required.

Where the Executive Headteacher, Head of School or Site Manager have concerns over the safety of certain external pathways, areas, playground, etc., affected areas will be taken out of use and marked clearly using signs/cones/tape, as appropriate, to ensure that everyone is made aware.

When the outdoor area remains excessively slippery due to compacted snow and ice, it may be necessary for pupils to be accommodated indoors at all times. If the outdoor area does remain in use, it may be appropriate to increase supervision levels.

Communication with staff is via the daily briefing, Parentmail and e-mail.

MONITORING

As with the Health and Safety Policy this policy will be monitored through:

- Health and safety inspections
- Annual policy reviews
- Health and safety data analysis