

3.2 Emergency Procedures for Unforeseen Circumstances

In the event of adverse weather conditions or the malfunctioning of equipment such as heating apparatus or burst water pipes within School, the following procedures should be followed.

Site staff are usually the first to arrive in School and should alert the Headteacher or a member of Senior Leadership Team (SLT) of the conditions. A decision should be taken at this level about the appropriate action to be taken. Members of SLT are responsible for contacting all members of staff once the Headteacher (or Deputy Headteacher acting in that designated role) has enacted the SLT Emergency Procedure protocol, which consists of SLT informing staff about School closure. School will only be closed if there is no other alternative or if by opening it would be a reasonable judgement that to do so would put the health and safety of students/staff at risk.

Wherever practicable, information confirming if the School, or parts of the School are closed, would be sent by text message to parents and staff, parentmail e-mails and would also be posted on the School website. Local radio stations would be contacted by a member of SLT.

Where practicable, an answer phone message would also be put in place so that parents trying to contact the School for information would be greeted with the information immediately and not have to wait in a queue to be answered by office staff especially if office staff are very limited in availability due to adverse weather conditions.

Wherever possible skeleton staff will remain at the School to ensure that any students arriving at School, having not received the message about the closure of School, will be safely looked after until parents can be contacted and/or other arrangements made.

Once a decision has been taken by the Headteacher regarding the re-opening of School this will then also be communicated to staff and parents in the same way, text messages and e-mails will be sent and details will also be available on the School's website. Again an answer phone message will also be available with information.