



# ACADEMY CLOSURE DUE TO SEVERE WEATHER CONDITIONS OR OTHER CIRCUMSTANCES POLICY FOR ALL TRUST STAFF

<b>Policy Title</b>	Academy Closure Due To Severe Weather Conditions or Other Circumstances	<b>Department Responsible:</b>	Executive Team
<b>Version</b>	V1 – 2 December 2014 V2 – 6 January 2017	<b>Review Date:</b>	6 January 2019
<b>Date of Impact Assessment</b>	Date: TBA	<b>Date Approved:</b>	6 January 2017

## Academy Closure Due To Severe Weather Conditions or Other Circumstances

### 1. Scope

- 1.1 This policy applies to all within the Trust.
- 1.2 It also applies to all temporary workers, consultants, contractors, agents and subsidiaries acting for, or on behalf of an Academy within the UK and overseas.

### 2. Context

- 2.1 The Shared Learning Trust is committed to providing a safe working and learning environment and to protect the health, safety and welfare of its staff and learners. In doing so, we will ensure that any disruption to the normal functioning of the trust will remain minimal, whilst not compromising the safety and well-being of all who enter the premises.

### 3. Aims

- 3.1 To outline the procedures for the closure of our Academies as well as informing staff and learners should the situation require the cancellation of all classes.
- 3.2 Circumstances may not dictate a complete closure. For example, a power failure or flood in one area which may result in a partial closure, whereas severe weather may close the entire trust.
- 3.3 Please be aware that a closure is a very unlikely event and that unless staff and learners receive official notification of a closure, they are expected to attend as normal.
- 3.4 A complete closure will only occur when there is severe disruption to the Academy where, for reasons of health and safety, it would not be possible to continue normal operations.

### 4. Statutory Position

- 4.1 Health and Safety at Work Act 1974 to ensure, as is reasonably practicable, the health, safety and welfare at work of employees.

Management of Health and Safety at Work regulations 1999, to assess the risks to the health and safety of employees and students.

### 5. Policy details

- 5.1 A decision regarding delayed opening or closure will be made independent of other agencies such as other local academies or schools. Staff and learners should not assume that if local academies and schools are closed then The Shared Learning Trust is also closed.

## **Criteria to be considered for a closure**

- Can parents, pupils and staff access the sites safely
- Are pedestrian routes in to the academies safe and accessible?
- Can learners and staff be evacuated in an emergency?
- In an emergency, can the Emergency Services access the academies?
- Have local weather forecasts and road conditions, including those for areas from which staff will be travelling, been considered?
- Are there any Met Office warnings available?
- Can the academy premises be heated?
- Is there provision of water for sanitary use or drinking?
- Can enough Staff attend the academies to ensure the adequate supervision of learners
- Is the weather or incident likely to clear within a short period of time

## **Decision to close**

- 5.2 Any decision on closure will be made by the CEO on a daily basis and will be communicated to staff and learners through the different mediums below.
- 5.3 The CEO in consultation with the Principals will endeavour to make a decision at the earliest possible time. If the closure is during the day, members of the Senior Leadership Team should ensure they have an accurate list of contact telephone numbers so that they can cascade any notifications to parents.
- 5.4 If a situation occurs overnight, a decision will be made as early as possible or by 0700 hours which will be communicated on the trust and academies websites, a pre-recorded telephone message will be live on all main reception telephone numbers, council websites and local radio, as well a Group Call message.

## **6. Procedure for Closure**

- 6.1 Please see attached pages (appendix 1) which outlines the stages each academy will follow given the approval to close

## **7. Monitoring and Review**

- 7.1 This policy will be reviewed every 2 years.
- 7.2 Its impact and effectiveness will be judged in terms of the positive benefits and any negative consequences arising from its implementation.

## **8. Dissemination**

- 8.1 All policies that need to be conveyed to students, staff and families will be available on the Academy's website.
- 8.2 Staff will be informed about policies during induction and through on-going in-service training.

## Appendix 1 - Procedures and checklist for closing an academy

### Closure before the Academies open

- The site supervisor/team for each academy will notify their respective Principal by 6.30am if they are unable to get to the academies due to adverse weather or if upon reaching the academies they deem the site unsafe.
- All Principals must contact the CEO who in consultation with the Principal will make the decision to open or close their Academy.

#### *If the decision is to close*

- The Principal will notify the local authority informing them of the closure and the password to authenticate this.
- The Principal will update their respective websites by creating a new calendar event on the day of closure, this should include information about the closure in the title to ensure this appear on the front page.
- The Principal will update Facebook Pages and Twitter
- A Group Call message will also be updated and sent out by the Principal.
- The CEO will notify the Head of I.T who will divert Reception phones to a pre-recorded telephone message confirming the closure.
- The Principal in consultation with the CEO will need to assess the situation by 6pm that evening confirming if there is a need to close for a further day.

### Closure during academy hours

- The Principal in consultation with the CEO will make the decision if the academy should close or remain open.

#### *If the decision is to close*

- Parents will be informed through Group Call.
- The Principals will notify the local authority informing them of the closure and the password to authenticate this.
- The Principal will update their respective websites by creating a new calendar event on the day of closure, this should include information about the closure in the title to ensure this appear on the front page.
- The Principal will update Facebook Pages, Twitter
- The CEO will notify the Head of I.T who will divert Reception phones to a pre-recorded telephone message confirming the closure when suitable to do so.

- ❑ The Principal and staff will not leave the premises for home until all students have been safely collected.
- ❑ Should a parent not be able to be contacted or a student cannot be picked up by parent/carer, additional contacts provided by parents for collection purposes throughout the year will be used as the next means of communication.
- ❑ The Principal in consultation with the CEO will need to assess the situation by 6pm that evening confirming if there is a need to close for a further day.