



Innovate
Multi Academy Trust

Emergency/Unplanned Closure **Procedure**



Badby
Primary School
Enthusiasm for learning

Approved by: Badby LGB

Date: October 2024

Next review due by: October 2025

1. INTRODUCTION

Within the limitations set out by statutory guidance and health and safety legislation and wherever possible, Badby School will remain open during the school day to deliver education to its pupils. This statement supports the school's aspiration to deliver the highest quality educational provision to its pupils. However, the head of school is authorised to make an emergency closure when exceptional circumstances make it absolutely necessary and in the best interests of the pupils.

2. CLOSURE OF THE SCHOOL

The following will be considered in coming to any decision to close Badby School for exceptional reasons. These include:

- Health and Safety Requirements:
 - Can pupils and staff access the school building safely?
 - Can pupils and staff be evacuated in an emergency?
 - In an emergency, could the Emergency Services access the school?
 - Is the area designated for disembarkation from transport safe for pupils?
- Pupil/Teacher Ratios If a limited number of staff and pupils can attend, is the PTR acceptable? (1 teacher:30 pupils)
- Weather and Road Conditions
 - Have local weather forecasts and road conditions, including those for areas from which staff will be travelling, been considered?
 - The Head of School will carry out a risk assessment, in consultation with the Chair of Governors and members of staff. The decision will be made where possible before 8.00 am and, on the basis of information received from the media about weather, supplemented by on-the-spot observation, either personally or from staff members better placed to make such observations, and through appropriate external agencies such as the Met Office

3. CLOSURE DURING THE SCHOOL DAY

On occasions it may be necessary for school to close during the school day, i.e. if the weather is deteriorating and there is doubt as to whether children can return home safely later in the day, or due to health and safety considerations. In such cases the school will ensure that children are collected from school.

4. IN THE EVENT OF SCHOOL BEING CLOSED

If school is closed it is the responsibility of the head of school to ensure that the following events happen:

- The decision is ratified with the Chair or Vice-Chair of Governors and CEO informed;
- Parents are contacted using the school's messaging service, class Dojo
- The school website is updated;
- The information is passed to relevant media agencies as soon as possible, ie BBC;

- Staff and/or a notice will be posted at the school gates to help prevent pupils from being left by parents at the start of the school day if possible. In instances of severe weather, parents should monitor their class dojo/email for contact;
- School is appropriately staffed by teachers/classroom assistants to deal with any pupils who arrive at school unescorted until parents or emergency contacts can collect the pupils;
- Catering team and the Department of Education will be informed as soon as possible of the closure.

These tasks do not all have to be completed by the head of school, although they have the overall responsibility for ensuring each has been carried out.

5. SAFEGUARDING PRECAUTIONS ON CLOSURE

No pupil will be allowed to leave school unless the school is aware that an identified adult will be available to supervise him/her at their destination. It may be that a parent who collects his/her children offers to give shelter to other children. The agreement of the parents of these children must be given before pupils are released in this way. We will ensure that adequate supervision by members of teaching staff will be made for those pupils who cannot go home or to their emergency destination immediately and therefore have to remain at school.

6. TRAVEL TO AND FROM SCHOOL

Parents should be aware that it is their responsibility to make sensible decisions on behalf of their children when weather conditions are severe. Parents are responsible for the safety of their children to and from the school.

7. EMERGENCY CONTACTS

Parents must give school at least three emergency contacts. It is the responsibility of Parents/guardians to ensure their details are kept up to date.

Information on emergency contacts and instructions in respect of each pupil will be held centrally in the Arbor MIS.

8. STAFF ATTENDANCE

Although it is recognised that severe weather conditions make it difficult for staff to get to and from work, unless advised to the contrary by the head of School, then the expectation is that staff will present themselves for work. Contract Staff (Catering Services) also need to be advised of any emergency requirements.

9. CLEARANCE OF SNOW

Within the school site, the school is responsible for snow clearance. The site supervisor should be tasked to lay salt and grit on pathways around the school site, prior to children's arrival. The clearance of public roads and paths is the responsibility of the Roads Service.

10. CHILDREN'S PLAYTIMES

If there is any question of children's safety being at risk during break-time and lunch-time whereby the playground area is deemed unsafe, a senior member of staff will make the decision to keep children indoors.

11. SERVICES

All of the service providers who will be affected by the closure will be informed as soon as possible, once families and staff have been contacted.

An Emergency School Closure Plan has been agreed by Governors and is circulated to staff annually.