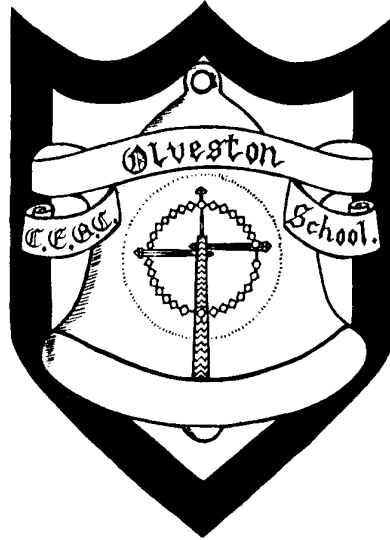


# Olveston CEVC Primary School

*Lifelong learning, striving for excellence*



## Emergency Closure Policy

Author	Faye Bertham
Start Date:	September 2009
Review Date:	September 2011

These guidelines have been created to provide advice in the event that the school is unable to operate or accommodate staff & pupils due to an unforeseen emergency. These emergencies could include:

**Severe Weather**  
**Infectious Sickness/disease**  
**Loss of utilities**  
**Low levels of staffing**  
**Loss of Premises**

In all cases above the same procedure will be followed which can be found below. However the school management decision to close or restrict attendance to the school will be based on the criteria below:

### **Severe Weather**

In the event of severe weather (e.g. snow) the school will make the decision to close when it is apparent that more than 4 teachers and more than 2 teaching assistants will be unable to travel safely to the school. Consideration for closure will also be given to the safety of children making the trip to school in severe weather conditions. Parents will be informed through the school website, local news and radio.

### **Infectious Sickness/disease**

In the event that 10% of the school population (approx 20 children) is diagnosed with the infectious illness the school will make the decision to close. This will be done in close consultation with the Health and Safety Executive. The decision to re-open the school will be made by the Head Teacher once advice has been given from South Gloucestershire Public Health Team and/or the Primary Care Trust. In line with this advice, the Head Teacher may instruct cleaning procedures before the school is open. In the event of school closure due to infectious sickness/disease, staff would be expected to work from home, with guidance from the Head Teacher.

In the event of 3 or more members of teaching staff being diagnosed with infectious illness, the Head Teacher will consult with the Primary Care Trust/Health and Safety Executive and Local Authority when making a decision to close or to contact supply teachers for cover.

### **Loss of utilities**

Water - If the school is without water at 8:30am and advice states that the school will not have a supply until 10:30am at the earliest then the school will close until water is resumed. If utilities are not resumed before 12 noon, the school will remain closed for the day. No cooked meals will be provided in the event of utilities not being resumed before 9.30am. Children will be advised to bring a packed lunch (or free packed lunch provided for Free School Meals pupils) if the school reopens. Parents/Carers will be notified of reopening via the school website and a cascade of telephone calls via the school office.

Heating – If a classroom temperature is below 16°C and the heating system is not in operation or if the school heating system cannot heat the classrooms to above 18°C after an hour, additional heating (electric heaters) will be provided. If this is not possible and the heating cannot be repaired before 10.30am, the school will close (or restrict access in affected classrooms)

### **Low levels of staffing – Industrial Action**

If Industrial action reduces the teaching staff to below 50%, then the school will close to pupils. If the staffing level is higher than this, the school will open but pupil attendance may be restricted. Staff who are not involved in industrial action would still be expected to come to the school and work in the event of whole school closure.

N.B. – The school will also take into account the advice of the Local Authority and/or Primary Care Trust with each circumstance. I.e. The LA may order the closure of the school in extreme cases.

### **Loss of Premises**

In the event of loss of premises due to fire, flood, bomb threats, vandalism, disturbance of asbestos etc. (during out of school hours) a decision will be made to close part of or the whole school by the Head Teacher, following advice from emergency services as to the severity and safety issues. The decision to re-open will be made by the Head Teacher following advice from Health and Safety Executive. The cascade list will be used to inform the school community.

In the event of loss of premises during the school day, the school will follow usual evacuation procedures as highlighted in the Health and Safety and Fire Policies, to ensure all children and staff are safe. A decision will then be made regarding the closing of part of or the whole school. While teaching staff supervise the children, the Head Teacher and Admin staff will use the registration documents (used during an evacuation) to contact parents. A safe haven will be sought in St. Mary's Church until parental contact is made.

### **Distance Learning due to extended school closure**

South Gloucestershire Children and Young People's Department are putting into place, provision to allow distance learning to take place if schools experience extended school closure. At present, no further information has been passed to schools. In the event of extended school closure, the school would work with South Gloucestershire CYP to ensure effective distance learning could take place.

## Procedures for notifying school community of closure

Decision is made to close the school before the beginning of the school day, where ever possible.

The information will be disseminated in the following way. A cascade list of contact numbers is in place for staff.

Headteacher	Contacts	Caretaker, Deputy Head, Bursar & Admin Staff, Chair of Governors, Kitchen manager, any booked supply agencies, school website manager, local radio stations, Chair of FOOS.
Deputy Head	Contacts	TLR Leader, HLTA, Out of School Club, Key Stage 1 teachers, agencies booked to use hall
TLR Leader	Contacts	Key Stage 2 teachers
HLTA	Contacts	TAs
Class Teachers	Contacts	Parents (in unpredicted events such as infectious illness, loss of premises)
Kitchen Manager	Contacts	Kitchen staff
Caretaker	Erects Contacts	Closure Sign Cleaners

In addition the Headteacher will follow procedures extracted from severe weather documentation – South Gloucestershire Department for Children and Young People.

Decision is made to close the school during school day

The information will be disseminated in the following way

Headteacher	Contacts	LA, Caretaker, Chair of Governors, Kitchen manager, any booked supply agencies & cleaners
Kitchen Manager	Contacts	Kitchen staff
Admin Staff	Contacts	Parents

In addition the Headteacher will follow procedures laid down in the 'Severe Weather' guidance for school closure.

The teaching staff will ensure the safety of pupils until all parents have collected their children.



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***Emergency Contact Details***

Name	Role	Work Number(s)	Home Number(s)
Faye Bertham	Headteacher	-	-
Amanda Luke	Deputy Head	-	-
Mark Anderson	Chair of Governors	-	-
John Titterton	Caretaker	-	-

## **Extract from Severe Weather Documentation**

Once a decision has been made to close a school or restrict attendance, the Department for Children and Young People must be notified at the earliest opportunity, by using the contact points given in Appendix A to this letter. Verbal communication should be confirmed in writing using the Form SW1, as soon as possible.

Often, it will be necessary for public announcements to be made over the local radio stations. Arrangements are detailed in Appendix A.

Some schools already have a system whereby messages about closures can be quickly circulated due to some Governors, staff and parents being able and willing to use their home telephones, to take and pass messages. You may wish to consider if this is a viable arrangement for your school, if it is not already in operation.

Headteachers should also advise those responsible for providing catering, cleaning and transport services (open from 07.00hrs) for their schools, of any proposed closure.

### **Safety of Pupils**

Young pupils should not be sent home if you are not certain of the child's ability to make the journey in safety and to gain access to the home. Where public or contracted transport is used, it will be important to check that the vehicle can make the journey at the normal time.

### **Staff**

Staff who are unable to reach their school should telephone the school and report the reason for their non-attendance, at the earliest opportunity.

All employees are expected to make every effort to attend their place of work, even when there are difficulties in using public or private transport. It is for the Headteacher to decide whether the reasons given by staff for their inability to attend at school are justified. In the event that a decision is taken to deduct pay, the appropriate payroll form should be completed (SG/PAY/25 for teaching staff and SG/PAY/3 for non-teaching staff). Any employee affected by such a decision must be informed by the Headteacher of the action being taken.

Contact points for enquiries concerning staff absences are given at Appendix A.

## **APPENDIX A**

### **CONTACT POINTS**

#### **1. Notification of Closure/Re-opening (Office hours 9.00 am - 5.00 pm. Mon-Fri):-**

Department for Children & Young people

Asset Management & Capital Planning

Tel: (01454) 863244.

The Asset Management and Capital Planning section will arrange for the Council's Press Officer to keep Radio Bristol and Heart local radio advised of any public announcements required.

#### **2. Notification of Closure/Re-opening (5.00 pm - 9.00 am Weekday - evenings) and all day Saturday/Sunday)**

During these periods, schools should contact the Radio Stations direct if they require a public announcement. You will be required to give the schools DFES number for verification purposes and in order to avoid hoax messages.

**PLEASE NOTE THAT RADIO STATIONS WILL NOT MAKE ANY ANNOUNCEMENT WITHOUT THE DFES NUMBER.**

Radio Bristol Tel: 08459 007955- Action Line 10.00 am – 6.00 pm

Tel: 08459 005955 – Control Room

GWR Tel: 01179 843 211

**THIS FACILITY SHOULD ONLY BE USED DURING PERIODS OF SEVERE WEATHER.**

The Head of Asset Management & Capital Planning should be advised as soon as possible (as above) and Form SW1 should be completed and returned.

#### **3. Transport Services**

Working hours (07.30 – 17.00)

01454 863924/5/6 (Telephone)

01454 864473 Fax

Out of Hours (17.00 – 07.30)

01454 863924/5/6 – Answer phone/Fax

#### **4. Advice of Staff Absences**

Department for Children & Young People Personnel Section: (01454) 863218 Ansaphone

#### **5. Department for Children & Young People – Answer phone Message Service (Severe Weather)**

If you need to leave a message outside of office hours, please use either of the following answer phone services at Bowling Hill: (01454) 863244, (01454) 863253

#### **6.**

**Property Services Emergency Out of Hours Contact**

**Bristol City**

**South Glos Call Handlers**

**SOUTH GLOUCESTERSHIRE****DEPARTMENT FOR CHILDREN & YOUNG PEOPLE****CONFIRMATION OF SCHOOL CLOSURE**

A copy of this form is to be completed and forwarded to the Asset Management and Capital Planning Section of the Department for Children & Young People in respect of each day or part day when the school is unable to operate as normal.

<b>(i) Name of School:</b>	
<b>(ii) Date and time when School was Unable to Operate for Normal Hours:</b>	
<b>(iii) Reason for Closure, Reduction in Hours:</b>	
<b>(iv) Time/Date and Whom notified in Education Department Decision was communicated by telephone:</b>	
<b>(v) Number of pupils on Roll:</b>	
<b>(vi) Approximate number of pupils who had reported to school when decision to close was taken:</b>	
<b>(vii) Number of staff on Establishment:</b>	
<b>(a) Teaching</b>	
<b>(b) Non-teaching</b>	
<b>(viii) Number of staff who had not reported for duty at the time the decision was taken:</b>	
<b>(a) Teaching</b>	
<b>(b) Non-teaching</b>	
<b>Signed:</b>	
<b>Designation:</b>	
<b>Date:</b>	

**Note: This form need not be completed when there is a central decision to close all schools.**