



OMBERSLEY ENDOWED FIRST SCHOOL

Policy for School Closure in an Emergency

Rationale :

Certain events or conditions may lead to the school being closed in an emergency situation:

- Severe weather conditions e.g. heavy snow may make it unsafe, dangerous or even impossible for staff, children and parents/carers to travel to school;
- Boilers may fail in cold conditions, water supplies may be turned off without warning;
- Electrical or gas faults may make it unsafe or leave us without heat or light;
- Water shortages may make the toilets and hand washing facilities unavailable.

In these and similar situations, the decision to close the school will only be taken after careful consideration and only as a last resort. The school needs an adequate complement of staff to operate safely and to provide appropriate education. The inhabitants of the building need heat, light, water to drink and to flush toilets.

Procedure :

- In the event of any of the above occurring, the Headteacher will consult with members of the Senior Leadership Team, a Governor, Worcestershire county council and/or relevant utility companies for local knowledge of the situation. She may also consult with the Heads of local schools if appropriate.
- A decision to close will be made and relayed to the Chair of Governors and the LA as soon as possible.
- The Headteacher, Deputy Headteacher or School Bursar will put a message on the school's website at the very earliest opportunity and send a text using the 'Text2Parent' service.
- The Headteacher, will notify the LA so that information may be published on their website and via local media.

In the event of an incident happening during the school day, parents/carers will be notified, again by using the 'text2Parent' service.

Should the school building be deemed unsafe for occupation then the school staff will escort those children, who have not been collected to the Memorial Hall or church in the village until arrangements can be made for them to be collected by a responsible adult.

The School Bursar is responsible for taking the registers, staff lists and parent contact books with them to the safe venue. Parents will be notified of the venue and also of a contact number.

Notification of school re-opening

- The Headteacher, Deputy Headteacher or School Bursar will put a message on the school's website at the very earliest opportunity and send a text using the 'Text2Parent' service to inform parents/carers when school will re-open.

Date: October 2017

Review date: Autumn 2020