

Adverse Weather Conditions Policy

Issued:	Kaycee Fordham	Date: May 2018
Approved by:		Date:
Council of Trustees		Date:
History of review:	New policy – Rev 1	Date for next review: May 2020

Policy Statement

Severe weather can produce a crisis situation for students and adults. The most common crisis in this category is a situation where severe weather conditions develop during a school day and transportation home presents a danger to students and adults. Examples of serious weather conditions include heavy snow, torrential rain, storm force winds, thick fog and severe freezing.

Aims

The school has developed this policy to ensure pupil, staff and parent safety, so far as is reasonably possible, during severe adverse weather conditions.

Procedures, Roles & Responsibilities

Advance Preparation

- Review procedures for evacuating buildings.
- Identify the various agencies; websites, which carry, updated weather information.
- Identify areas of school grounds that are considered safe and could be used to hold students / adults if travel to homes is unsafe.
- Make parents and staff aware of school communication channels and procedures in place, in the event of adverse weather.

Management Procedure during Adverse Weather

When weather becomes severe during the school day:

- SLT to gather appropriate information concerning weather conditions from weather bureaus.
- SLT to decide on the appropriateness of releasing students from school early.

- SLT to activate Crisis Procedure as set out in the Business Continuity Plan, if decision is taken to maintain students in the school.
- Crisis Team to notify and maintain communications with parents and transport companies.
- Crisis Team to institute radio, email, telephone and television communications.
- Crisis Team to update the school website with relevant information.
- Crisis Team to set an extended supervision plan for students.
- Crisis Team to organise the supervision of students according to the extended supervision plan, until travel to homes is safe.
- Crisis Team to organise the move of students to the designated 'safe' locations in the school grounds, if safety within particular buildings is at risk.
- Crisis Team to maintain communications with all institutions as appropriate, e.g. police and fire, to inform them of school actions.

When weather becomes severe overnight:

- SLT to gather appropriate information concerning weather conditions from weather bureaux.
- SLT members to liaise and decide on the appropriateness of closing the school, before 7am.
- SLT members to notify staff, parents and pupils by email.
- SLT members to update the school's website with relevant information.
- SLT members to notify the onsite school Caretaker who will update the school answer machine message with details of the school closure.
- SLT members to institute radio communications.
- SLT members to review the weather regularly throughout the school day and make further announcements as to any further closure, following the procedure set out above.

Post-crisis initiatives

- Review the adverse weather event and evaluate the effectiveness of the management strategies implemented.
- Where appropriate, develop a written report of the crisis for future reference.

Compliance

- Part 3, Independent School Standards:
https://www.legislation.gov.uk/uksi/2014/3283/pdfs/uksi_20143283_en.pdf

Further information, advice and guidance

Related Policies & References:

- Business Continuity Plan