

Emergency School Closure Policy  
Version / approved by Governors: September 2019  
Manager: Mr M Barrett, Director of Business

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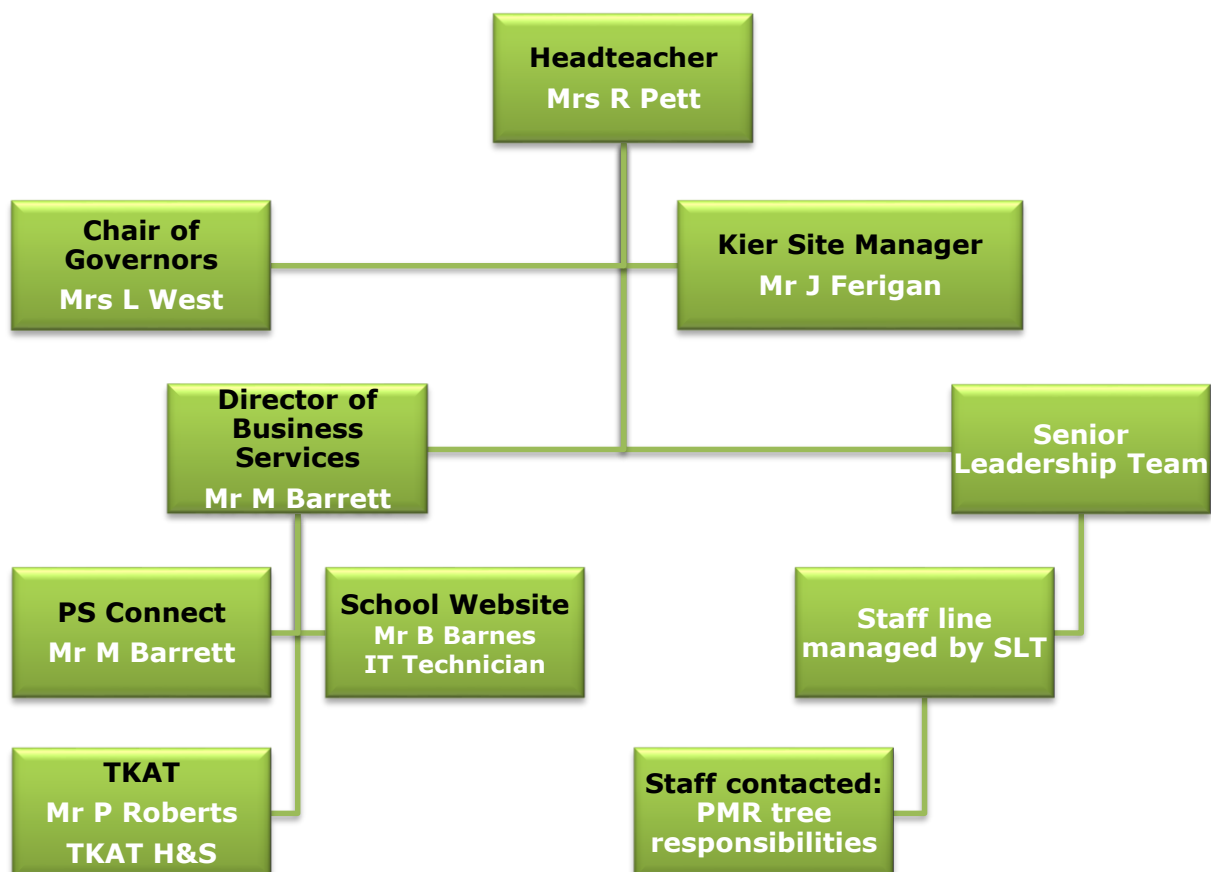
*In events such as adverse weather or power failure, every attempt will be made to keep the School open in order to minimise disruption to teaching & learning. However, the prime objective will be the health and safety of students and staff.*

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The **Headteacher** (Deputy Headteacher in the Headteacher's absence) will complete a risk assessment in partnership with **Kier Site Manager** and the **Director of Business**. The assessment will consider the impact on travel for staff and students, as well as conditions on site to ascertain if it is safe to keep the School open.

The **Headteacher** will make the final decision regarding school closure with reference to the **Chair of Governors**.

### Responsibility Flowchart



## Organisation and Arrangements

Kier Services is responsible for managing the site during periods of severe weather. The School will work with Kier to devise a site management strategy which is designed to take preventative measures and minimise the risk of accidents and the need for school closure. Kier Services will be responsible for the operational facility requirements.

- ✦ The **Headteacher** will complete a risk assessment in conjunction with the **Kier Site Manager** and the **Director of Business Services**.
- ✦ The **Headteacher** will contact the **Chair of Governors**.
- ✦ The **Headteacher** will contact **SLT members**, who will arrange for staff to be contacted (based on PMR tree reporting lines).
- ✦ **Kier Services** will contact the Headteacher and the Director of Business Services upon arrival on site or on day prior.
- ✦ **Kier Services** will review weather forecast and seek to plan ahead where possible.
- ✦ **Kier Services** will put up/take down notices saying "School Closed" at site entry points
- ✦ The **Director of Business** will update the Schools website. The **Local Authority** and **TKAT** will be notified of the closure and expected re-opening. In the event of being unable to do so, will call 020 8408 7508.
- ✦ **Business Manager** will send subscribers messages via PS Connect.
- ✦ The **IT Technician** will update the School website with relevant information regarding school closure and expected opening schedule.

### Table 1 – Stakeholder Notification

TO NOTIFY	HOW
<b>Parents/carers / students</b>	<ul style="list-style-type: none"> <li>✦ LEA <a href="mailto:schoolclosures@bexley.gov.uk">schoolclosures@bexley.gov.uk</a></li> <li>✦ Welling School website</li> <li>✦ Ring 020 8408 7508 key in 303 4021 (DfE number)</li> <li>✦ Notices on school gates/entrance points</li> <li>✦ PS Connect</li> </ul>
<b>School Staff</b>	<ul style="list-style-type: none"> <li>✦ Email from Director of Business Services (where possible)</li> <li>✦ Notified via telephone by their line managers (line managers must ensure they have up-to-date contact details for their staff) based on PMR tree</li> </ul>
<b>Kier Services</b>	✦ Internal reporting line system, including contractors
<b>TKAT</b>	✦ Paul Roberts 07702 996 166 mob 020 8269 8330
<b>Visitors</b>	✦ Staff expecting visitors should notify them directly

### Staff Attendance

In the event of circumstances that may lead to closure of the school, staff are expected to do all that they reasonably and safely can to get to work. Staff who cannot safely attend or who are going to be delayed must contact the school, and their line manager by 6.45am.

The absence line number is 07939 553 996.