

**Peterborough Diocese Education Trust**

**Barby Church of England Primary School**



# **Emergency School Closure Policy**

**Committee Approved:**

**Date:** September 2017

**Reviewed:**

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**Barby C E Primary School**  
**Emergency School Closure Policy**

**Aim**

It is the aim that the school will attempt to stay open, however the Headteacher in consultation with other members of staff and/or supporting agencies will take the decision to make an emergency closure when the state of the weather or any other exceptional circumstance make it absolutely necessary in the best interests of the pupils and staff.

However this decision will be supported by the latest and most accurate information available.

We will implement the emergency closure in the event of the following events;

- Extreme bad weather
- No heating and hot water
- Fire damage
- A bereavement
- Incident on school premises
- High levels of sickness among staff and children

If there is an outbreak of sickness we will contact the appropriate agencies. If there is an outbreak of any of the listed notifiable diseases (Appendix 1) we will inform Ofsted and act on advice from the Health Protection Agency.

The presumption should be in favour of keeping the school open unless, in the Headteachers view, to do so would put the health, safety or welfare of pupils and/or staff at risk. In reaching this decision, the Headteacher and/or Deputy will take full account of local circumstances and, in particular, the following considerations:

**(a) Both short and longer term weather information**

Further information on this can be sought from the Northamptonshire County Council website <http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/Parents/advice/Pages/closures.aspx> and on BBC local weather updates. Attention should be paid to ascertaining what would be a safe and appropriate time to send pupils and staff home.

**(b) Advice regarding local transport and the safety of local roads**

Whether buses and trains are running, and whether it is safe to drive on local roads.

**(c) Arrangements for pupil safety**

The absolute priority is to ensure that provision is made for each and every child. Where children cannot be collected immediately, they will be kept at school and supervised until collection can take place.

**(d) Whether the school is accessible, and has working heating/electrics/water**

The closure or opening of other schools in the proximity will not be the key factor in taking such decisions, although this may be taken into account. It is the responsibility of all teachers to make every effort to attend for duty.

Staff are aware of their roles in case of an emergency evacuation. We have regular evacuation drills which are evaluated.

All emergency exits are clearly marked and staff are aware of assembly points.

## ADVICE TO PARENTS

It is recognised that parents have a key role to play in the event of severe weather. If they have concerns about bringing their children to and from the school, they should “play safe” and keep them at home, informing the school that they are doing so. The fact that several parents take this view does not, however, mean that the school will be closed, unless the considerations listed above indicate that this is the only sensible decision.

### 1. Communication arrangements

It is essential that, when there is potential for school closures due to severe weather conditions, we are in a position to communicate quickly and clearly with parents. It is our intention that parents will be informed, by 8:00am in the following ways:

- The school website [www.barbyceprimary.org.uk](http://www.barbyceprimary.org.uk)
- By text (please make sure we always have your most up to date mobile number)
- On the NCC website [www.northamptonshire.gov.uk](http://www.northamptonshire.gov.uk)
- BBC local radio, Radio Northampton/Heart Northampton (link via NCC website)
- On Twitter @BarbyCE

The Barby School website is an important information channel in these situations. Any decision to close will be taken as early in the day as possible, or if feasible notification will be provided the evening before.

### 2. Closure during the school day

#### Emergency Contacts

Safe and speedy dismissal of pupils in the event of an emergency closure depends on the school and parents working in partnership. Parents should provide the school with any specific instructions in respect of their child should the school require to close during the day. Parents are required to give the school an emergency contact.

#### Precautions

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 should be sought before releasing pupils in this way. The provision of adequate supervision by members of teaching staff should be made for those pupils who cannot go home immediately and have therefore to remain at school.

## Appendix 1

### List of notifiable diseases

Diseases notifiable to local authority proper officers under the Health Protection (Notification) Regulations 2010:

- Acute encephalitis
- Acute infectious hepatitis
- Acute meningitis
- Acute poliomyelitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uraemic syndrome (HUS)
- Infectious bloody diarrhoea
- Invasive group A streptococcal disease
- Legionnaires' disease
- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia
- Mumps
- Plague
- Rabies
- Rubella
- Severe Acute Respiratory Syndrome (SARS)
- Scarlet fever
- Smallpox
- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever

Report other diseases that may present significant risk to human health under the category 'other significant disease'.

<https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report#list-of-notifiable-diseases>

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