



**CHSG**  
Carshalton High School for Girls

# Emergency Closure Procedures

Reviewed and Agreed by Carshalton Local Governing Body:

Spring 2025

Next Review:

Spring 2028

Policy Notes may be subject to review and revision at any time by the Carshalton Local Governing Body notwithstanding that the next review date has not been reached.

Review dates are for guidance only and whilst the intention is always to arrange reviews within the stated time frame all Policy Notes will remain in force until this has taken place and been formally approved by the Carshalton Local Governing Body.

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## **1. Statement of Intent**

The procedures outlined in this policy will be followed in the event of the school having to close in an emergency, this could be due to extreme weather conditions or an unexpected event such as a flood or power cut.

Where there is warning of an event happening then decisions will be taken as far in advance as possible. However, this is not always possible and on occasions decisions may need to be made very quickly and information disseminated to staff, parents, students, the local authority and other interested parties as quickly as possible.

## **2. Procedures**

The following procedures should enable that to be the case.

### **2.1 Events known in advance**

- The Headteacher will contact the Chair of Governors to discuss whether closure is appropriate, preferably the previous day, but by 6.15am if the event is unexpected or worse than expected.

In the event that the Headteacher cannot contact the Chair of Governors the Headteacher will make the decision.

- The Headteacher will advise the CEO Girl's Learning Trust of the decision.
- The Headteacher will contact the following staff to advise them of the decision and outline the information to be sent:
  - Enrichment & Communications Manager with responsibility for the website, or in their absence the Headteacher's PA. The school website will be updated by 7.00pm the previous day or by 6.30am on the affected morning.
  - Headteacher's PA for setting the answerphone by 7am giving information about the closure and asking parents to check the website for updates and updating Opencheck.
  - Premises Manager to inform the catering and cleaning company.
  - Exams Officer in the event of external examinations scheduled
- The Headteacher will e-mail all staff.
- The Local Authority is informed of the school status by the Headteacher.
- If external examinations are scheduled the Exams Officer will refer to the JCQ Joint Contingency Plan and follow prescribed procedures.

The Headteacher with the Senior Leadership Team and Chair of Governors will decide for subsequent days as soon as possible. The same staff have responsibility for updating the information sent out and informing the same parties.

If staff need to be contacted by telephone in an emergency, up-to-date contact details are available on SIMS or Every. The Headteacher, or a delegated member of SLT, will contact line managers and ask that information be cascaded.

Heads of Department and support staff line managers must ensure that they have the contact numbers of their staff.

## **2.2 Sudden event requiring closure whilst school is in action**

If an unexpected event or extreme weather conditions occurs while the school is in operation the Headteacher will assess whether it is safer to keep the students in school or send them home.

The following procedure will apply if the school needs to be closed.

**Full details are given in Appendix A and Appendix B and these must be adhered to.**

1. Students and form tutors go to their tutor rooms.
2. Remaining staff are allocated to supervision.
3. Under the supervision of the form tutor, students will attempt to contact their parents/carers to gain permission to go home. Students will be permitted to use a school phone to contact parents if they do not have a mobile phone.
4. Students will be dismissed if permission is granted. If applicable they will be dismissed at an agreed time by a member of SLT.
5. Students for whom no parental contact has been made will be supervised until the end of the school day.
6. Staff will leave the site following guidance from the Headteacher.

## **Appendix A: Guidelines for All Staff**

In the case of an emergency closure during school hours, staff should follow the guidelines below:

1. All form tutors should return to their form rooms.
2. Tutors will organise an activity for the students whilst the situation is being assessed.
3. Heads of Year will circulate their tutor groups to ensure there are no problems and that students are occupied.
4. Teaching staff who are not tutors and support staff should report to the assigned Deputy Headteacher in the Headteacher's PA's office, A29. They will be allocated areas of supervision.

Staff are asked to remain in the corridors and visit tutor groups to assist if required.

### **The Senior Leadership Team will be deployed as follows:**

PBN: Overall supervision of emergency, including communication.

MSK: Liaison with Premises Manager and staff and responsible for calling emergency services, if needed.

JGN: Allocation of staff to designated supervision areas and updating staff when required.

BNN: Allocation of hand bells and setting up of emergency system.

FCP: Contact for Head of Year and student contact numbers. Circulating areas and assisting with ensuring students are occupied and calm.

PDT: Writing and organisation of copying letter for tutors to sign out student.

PJS: On the gate checking tutor signatures on letters as they leave.

Support staff will be deployed by the headteacher and SLT to assist where needed.

**All Premises staff and SLT must have their radios and use Channel 5**

## Appendix B: Instructions for Tutors

When the decision has been made for an emergency closure and students need to be sent home, tutors will be informed by a senior member of staff or their year leader.

Tutors should then follow the procedure below:

1. Ensure all students are seated and calm.
2. In turn, allow students to call their parents to gain permission to be allowed home. For every student you must speak to the parent and confirm that parents are granting permission. Permission cannot be granted if the parent is not available.

If student does not have a mobile phone, a school phone in the main office may be used.

3. When the call is complete make a note on a register (this will either be a tutor group list which will be circulated or the register on Classcharts) that the student has been given permission.
4. A letter will be brought round to each tutor group for students, explaining the closure and how parents should access further information for the following day(s).
5. The letter should be signed by the tutor for students for whom permission has been gained for them to leave early.
6. Students with permission can be dismissed when a senior member of staff or year leader confirms the dismissal.

If permission is not granted or a parent/carer cannot be contact tutors must not dismiss the student.

7. Tutors should tell students to leave via the front gate as this will be the only gate open.

Students must have their signed letter as evidence for staff who will be on the gate doing a final check that they have permission to leave.

8. Tutors should escort any students who do not have permission to leave to the foyer or other area as advised by SLT. Further efforts using additional contact numbers will be made to try and gain permission for students to leave.

Form tutors should remain with these students and assist office staff and the Head of Year.

If contact has been made a letter can be signed, and issued and students told to leave via the front gate.

In the event that circumstances are such that a letter cannot be obtained, the form tutor will be notified of a specific message to write in the student planner to show that permission has been gained.