



**Carshalton High School for Girls**

***Emergency Closure Policy***

Reviewed January 2019

## Context

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.

## Procedures

The following procedures should enable that to be the case. (The person responsible for particular actions is highlighted in bold).

### *Events known in advance*

1. Contact is made with the Chair of Governors to discuss whether closure is appropriate preferably the previous day but by 6.15 am if the event is unexpected or worse than expected (**Headteacher**). In the event that the Headteacher cannot contact the Chair of Governors the Headteacher will make the decision.
2. The **Headteacher** will then contact the following staff to advise them of the decision and outline the information to be sent:
  - SLT Member/Webmaster with responsibility for the website
  - Office Manager for setting answerphone
  - Business Manager who will contact the Premises Manager
  - The Exams Officer (in the event of external examinations scheduled)
3. The decision is posted on the school website by 7.00p.m. the previous day or by 7am on the affected morning. (**SLT member responsible for the website/Webmaster**).
4. A message is placed on the answerphone by 7.00am giving information of the closure and asking parents to look at the website for updates with the website address. (**Office Manager**).
5. An e-mail is sent to all staff outlining information. (**Headteacher**).
6. The Local Authority is informed of the school status. (**SLT member responsible for website/Webmaster**).
7. Harrison Catering/Cleaning Company are advised of the school closure. (**Business Manager**).
8. If external examinations are scheduled the Exams officer will refer to the 'Joint Contingency Plan OFQUAL 11/5111' and follow prescribed procedures.

In consultation with the Senior Leadership Team and the Chair of Governors a decision is made for the following day and any subsequent days and the same staff will have responsibility for updating the information sent out and informing the same parties.

In case staff need to be contacted by telephone in an emergency, up to date contact details must be given to the Business Manager. Forms to amend details can be obtained from the Business Manager or Headteacher's PA.

In the event of contact needing to be made, the Headteacher, or a delegated member of SLT, will contact line managers and ask that information be cascaded. Curriculum Leaders must therefore ensure that they have the contact numbers of staff in their Curriculum Area in the case of teaching staff and support staff managers for other members of the support staff.

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

If an unexpected event or extreme weather conditions should happen whilst the school is in operation the following will apply:

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 1 and Appendix 2 and these must be adhered to.**

1. Students and form tutors go to their form rooms
2. Remaining staff are allocated to supervision
3. Under the supervision of the form tutor an attempt will be made by telephone, using student mobiles, to contact a parent to gain permission to go home
4. Students will, if necessary, be dismissed at an agreed time by a member of SLT/YL
5. Students should be permitted to use a school phone to contact parents if they do not have a mobile phone and be dismissed if permission is granted
6. Students for whom no parental contact has been made will be supervised until the end of the school day. This will be arranged by the Assistant Headteacher (Inclusion) in a place of safety.
7. Staff will leave the site following guidance from the Headteacher

See Appendix 1 – Guidelines for Staff

See Appendix 2 – Guidelines for Tutors

## **Guidelines for Staff**

In the case of an emergency closure staff should follow the guidelines below:

1. All form tutors should return to their form rooms
2. Tutors will need to organise an activity for the students whilst the situation is being assessed.
3. Year Leaders should assist in the setting of an activity and then continuously circulate their tutor groups to ensure there are no problems
4. All teaching staff who are not tutors and support staff should report to the assigned Deputy Headteacher in the Headteacher's PA's office who will allocate areas of supervision. Staff are asked to remain in the corridors and pop into tutor groups to assist if required.

The Senior Leadership Team will be deployed as follows:

### **VJ**

Overall supervision of emergency

### **AE**

Writing and organisation of copying of letter

### **LCS**

Allocation of staff to designated supervision areas and updating staff when required

### **MD**

Year Leader and student contact number liaison

### **PD**

Allocation of hand bells and setting up of emergency system if needed

### **CP**

Liaison with Premises Manager and staff and responsible for calling emergency services if needed

### **NR/MJS**

Circulating areas and assisting with ensuring girls are occupied and calm. On the gate checking tutor signatures on students letters as they leave.

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

## Guidelines for Tutors

When the decision has been made that there needs to be 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 and a school phone is not easily available staff must not dismiss the student.**
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 SIMS) that the student has been given permission.
4. Continue until calls have been made for all students who can make contact.
5. A letter will be brought round for students explaining about the closure and how parents should access further information for the following day(s).
6. The letter should be signed only for those students for whom permission has been gained.
7. Students with permission can be dismissed only when a senior member of staff or Year Leader undertakes the dismissal. Students must have in their hand the 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 tell students to leave via the front gate as this will be the only gate open.
9. Tutors should escort any students who do not have permission to leave to the foyer area where further efforts using additional contact numbers will be made to ensure students can go. Form tutors should remain with these students and assist office staff and the Year Leader to make suitable contact.
10. Once contact has been made a letter should 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.***