



# Longdon Park School

## LPS 42 INCLEMENT WEATHER POLICY

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Version	Date	Updated By
1.1	November 2015	J Foster
1.2		
1.3		



# Longdon Park School

## Inclement Weather Policy

### 1.0 Purpose

1.1 This document sets out Longdon Park School's policy and plan in relation to the impact on services and the requirement for employees to attend work during severe or inclement weather.

Its purpose is to:

- ensure the safety and wellbeing of all pupils and employees should Longdon Park School have to deal with severe, inclement weather; and
- ensure that all employees are clear about their roles and responsibilities in the event of severe weather.

1.2 All Schools must have contingency procedures to remain open wherever possible.

The decision to close a School will only be made as a last resort.

### 2.0 Definition

2.1 Inclement weather can be defined as weather which is sufficiently adverse as to cause reduced visibility, where there are very high winds, where road surfaces become hazardous due to snow, ice or floods, or where there is a danger of vehicles becoming stranded in remote locations.

### 3.0 General

3.1 The responsibility for deciding to close a school because of severe inclement weather lies with the Head of School, as the Head of School must make the decision in the light of local circumstances, in particular, checking local weather forecasts.

3.2 This policy aims to enable the Head of School to maintain a service to parents and pupils for as long as is reasonably practical and that **a partial closure of a school should be considered before complete closure.**

3.4 The interest and safety of children and employees are paramount under these circumstances. The age of the child in question must be taken into consideration when a decision is made. It may be safer to keep pupils and staff in the School.

3.5 All employees must make every reasonable effort to attend work unless a specific announcement is made by the Head of School not to do so. Staff must not interpret general radio or television announcements, announcements by other employers or generalised advice from the Police to the effect that only essential journeys should be made, as an approval to remain at home.

Authorisation to remain at home may only come from a line manager or Head of School.

3.5 Employees should only be allowed to go home early if there is a genuine need on the basis of their personal safety, but decisions must be made on an individual basis.

3.6 It is considered appropriate for employees to walk a reasonable distance to their place of work or nearest available transport, dependent on the nature of the route.

3.7 Due regard will be given to staff who are disabled or have a disabling medical condition.

#### **4.0 Considerations - Pupils**

4.1 Head of School will comply with any request from a transport provider that wishes to transport certain pupils early as the operators may be responding to meteorological warnings. However this does not mean that all pupils should be sent home early.

4.2 Parents must be contacted to inform them of the school's closure and to ensure the safety of pupils after they leave the school. Parents should be informed in advance of the school's procedures in the event of inclement weather.

4.3 Once pupils are travelling to school and adverse weather develops, the journey will continue until the transport arrives at the school.

Therefore, the school must remain open until the pupils arrive at the school and arrangements for transporting or collecting pupils have been finalised.

#### **5.0 Considerations - Employees**

5.1 It is essential that employees who are going to be late or are unable to attend work, telephone the Head of School as soon as reasonably practicable and no later than 7.30am. Clearly there may be times when this is not possible and allowances will be given in circumstances when there is no access to a telephone. However contact must be made as soon as reasonably practicable in such instances.

5.2 Employees who fail to notify the School that they are unable to attend will be regarded as having taken unauthorised absence and therefore not be paid for the period of absence.

5.3 Employees are advised that, in circumstances where conditions prevent their attendance at their normal place of work and the School has not been closed, then they and their line manager must agree an appropriate course of action or suitable alternative, as agreed between employee and Head of School.

5.4 Employees may be authorised to go home early if there is a genuine need on the basis of their personal safety, but decisions must be made on an individual basis and sanctioned by the Head of School, and consideration given to adopting one of the alternative provisions stated in paragraph 5.3.

5.5 If pupils are sent home early due to hazardous driving conditions, consideration to employees who travel to work by car should also be taken by the Head of School and sent home if appropriate.

5.6 If the school has been closed by the Head of School, **all** employees will be paid at their normal daily rate.

5.7 In the event that the school remains closed and the weather conditions do not improve, resulting in absence of more than one day, employees should maintain regular contact with the Head of School.

5.8 If employees cannot attend work because of care for a dependent they should notify the Head of School and have sufficient work at home to complete.

## Inclement Weather Procedure

The Weather Forecast is monitored by the Principal, Head of School and Assistant Head of School



In the event of inclement weather overnight the Site will be checked in the morning by the Head of School at 7.00am. (In the event that the Head of School is unable to attend the site due to poor weather a decision will be made by the Head of School in consultation with the Principal whether the school will close.)



The Head of School will make a decision as to the school's opening/safety of school grounds and surrounding roads.



**If the decision is made that the school is to be Closed the following actions will take place:-**



Head of School contacts Jenny Peel (admin team to inform of school closure and details)



Staff, Parents and Taxis to be contacted by text message (SMS Broadcast) informing them that the school is closed to pupils.  
A contingency set of content details for pupils, staff & taxis is kept up to date and held by all members of SLT. In a situation when SMS Broadcast fails SLT coordinate immediate contact arrangements to ensure pupils, staff & taxi companies are informed of the school closure.