



EMERGENCY PROCEDURES FOR SEVERE WEATHER CONDITIONS POLICY 2022-2023

Effective Date: January 2021

Last Reviewed: November 2022

Reviewed by: K Hayward

Next Review Date: November 2023

Emergency Procedures for Severe Weather Conditions

The decision to close the Schools will only be taken in extreme circumstances, where the health and safety of the School community is compromised. This could be due to large numbers of staff being unable to travel safely to work or the inability of buses to run. The forecast for the day will always be taken into account, i.e. safe journey home.

1. The HR & Operations Manager will call the Site Agent on duty at 5.55 am, to check conditions, and will then immediately discuss with the Executive Principal (Head of School in event of Executive Principal's absence) the viability of the Schools opening. A decision to close the schools has to be taken by 6.30 am at the latest, in order to stop the school buses; if it is possible to make an earlier decision (e.g. day before) then staff and students will be informed at that time by group text.

2. If one or both Schools is to close the following action will be taken:

- ◆ Inform Local Authority via CBC SOS system (CHS)
- ◆ School Transport to be notified (JLD)
- ◆ Web Site manager informed (ARR)
- ◆ Answer phone message changed (ICT)
- ◆ Contact Senior Team and Chair of Governors (KHD)
- ◆ Group text to staff and parents (JMc)

If snow is forecast the Executive Principal will inform the staff listed above that they should be ready for communication at 6.00am in case the school needs to close.

3. All staff should check their mobile phones, the Schools and Federation websites, Local Authority website and answer phone.

Staff can also register to receive SOS alerts. In order to receive an e-mail alert via the Central Bedfordshire Schools' Open Status (SOS) system, you will need to register:

- ◆ Click on the following link: <http://www.centralbedfordshire.gov.uk/webApps/SOS>
- ◆ Click on 'register for updates' and fill in the text boxes
- ◆ Click on 'submit'

You will then receive an email which contains instructions on how to 'activate' your account which will include a 'one off' activation code:

- ◆ Click on the link: <http://www.centralbedfordshire.gov.uk/webApps/SOS/>
- ◆ Go to 'Log in to edit your details' and type in your email address and the activation code.
- ◆ The next time you want to edit your details (e.g. change the names of schools you wish to receive alerts for), type in your email address and password

4. During poor weather the School may be open but staff may have difficulty travelling. In these circumstances staff are asked to let the office know if they are unable to complete their journey and to sign-in on arrival. This allows appropriate arrangements to be made (e.g. amalgamating tutor groups). The most senior member of staff will coordinate the day.
5. If there is a likelihood of severe weather, trips/visits will be postponed or cancelled (ACC).
6. In the eventuality of high staff absence Inset will be cancelled.
7. All staff that have organised outside speakers/appointments/visitors, to contact as appropriate.

Telephone contact:

CJ -->KHD (decision made)

KHD --> ARR/JLD/JMc
(ARR to contact Website Manager, JLD to contact School Transport, JMc to send group texts and look at answerphone message)

CJ --> CHS (CHS to update CBC SOS system)

GPN to deputise for KHD in the event of her absence.