	<b>Name of School</b>	<b>Corbets Tey School</b>
	<b>Policy Adopted Date</b>	<b>06/02/2019</b>
	<b>Next Review Date</b>	<b>06/02/2020</b>
	<b>Reviewed by</b>	<b>Governors Name:</b> Karen Hoffman <b>Governors Signature:</b> 

## Adverse Weather Policy

### Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our provision, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. We are confident that this policy does not place anyone at an unreasonable or unfair disadvantage, and is compliant with relevant equalities legislation.

The school's policy is to remain open unless it is forced to close because there is a risk to the health and safety of staff, children and young people. The school will only close if there are clear and identifiable risks involved in remaining open. Every effort will be made to keep the school open in order to reduce disruption to students' learning.

As many students travel to school using community transport, the decision (by community transport providers) on whether to run the transport service will affect the numbers of students attending school during adverse weather. A small number of students also travel to school by car and public transport and parent/carers will be able to make their own decision with regard to the safety of bringing their children to school.

The severity of the weather and how many staff can get to school will impact on our ability to stay open. Many of our staff travel quite long distances and from fairly remote areas and so their ability to get to school will affect this.

As we may be unable to determine these factors by the time the children leave home on school buses, we may have to decide to close the school later in the morning if we do not have adequate staffing.

The decision to close rests with the Headteacher. Any decision of this nature will be specifically evaluated at governing body level.

As the school operates on two sites, Harwood Hall Lane and Avelon Road (including CT@TA Post 16 and Routes 4 Life Post 19 provisions), closure decisions may be made separately and independently based on the conditions and staffing levels and any other factors affecting each site. Decisions will be communicated separately for the two sites.

## Principles/Main Considerations

- The school to be open if at all possible;
- Health and safety of the school site;
- Health and safety of students being transported to and from site;
- Health and safety of staff travelling from home to school and vice versa as well as their safety on the school site;
- The advice of emergency services;
- Numbers of staff on duty to keep students safe and secure;
- Numbers of first aid/medication trained staff on site.

## Factors to be considered

A proportionate approach to the risks involved will be followed when the decision to close the school or remain open is taken. Efforts will be made to conduct a risk assessment of the local conditions and of the school site, by a member of the Senior Leadership Team and by the Site Manager – but responsibility will rest with the former. It may not be possible to conduct an on-site risk assessment on each day of closure in view of the conditions involved in reaching the site.

The following factors will be considered by the Headteacher or Deputy Headteacher in the Headteacher's absence:

- Health and safety risks posed by the local conditions of: urban area, country area, local roads and specifically including the local roads used by transport whether provided by authority or domestic; and local pavements;
- Health and safety risks posed by the condition of the school site, including the car park and pedestrian access around the site;
- The provision of essential services such as heating, electricity and water supply within all school buildings throughout the day;
- Local weather forecasts. The Headteacher will also consider what the conditions are predicted to be at the end of the school day to ensure that all students reach home safely;
- Advice from motoring organisations and police regarding travel conditions;
- Advice from Havering Authority's Transport Department regarding the operation of coaches and taxis at the start and end of the school day;
- Advice from Havering Authority.

An assessment of whether sufficient staff are likely to reach work. In particular consideration will be given to:

- The staff numbers required – particularly teachers and grade 3 teaching assistants to ensure the health and safety and supervision of children and young people;
- The number of first aiders required, given the higher risk of injury in icy conditions and possible delays in emergency services reaching the site;

- The number of staff required who have been trained to give emergency medicine and who have been trained to support the normal health regime of particular children.

**Parking in the car park at any time, including during adverse weather situations, by staff, parent/carers and visitors to the school is at the drivers/owners own risk.**

### **Communication of Closure for Parents/Carers**

Havering Passenger Transport Service usually advise the school if they are able to transport the children to school by approximately 7am. A decision to close the school will then be taken and best endeavours will be used to communicated to parents/carers by 7.15am on the morning of closure. In very particular circumstances it might be possible to take this decision the previous afternoon. The latter action though will raise the chance that any decision taken might be found to be invalid on the following day because of changes to local conditions.

Closure will be notified via the Open Check link on the school website and messaging via AutoText and the ParentComms app. The Chair of governors will be involved and notification will be given to the local authority if the school closes to students.

Methods of obtaining information on school closure:

1. Parents and Carers are asked to first check the school website [www.corbetsteyschool.org.uk](http://www.corbetsteyschool.org.uk) and use the **Adverse Weather Notices** link at the top right of the screen, as we will post information here when available.



2. If parents/carers do not have access to the Internet, they are asked to try to obtain contact details of someone who can check this for them.
3. The Open Check notification will be automatically sent to everyone who has a free smartphone app called **ParentComms** installed and registered to their mobile phone. Parents/carers are asked to install this app on their phones and register their mobile number. To receive alerts about school closures, select **Open Check** from the menu and subscribed to **Havering** and then to **Corbets Tey School** from the drop down lists. Any changes to the Open Check message will then appear on registered mobile phones, as soon they are uploaded to the school website.
4. The school will also use a service called **AutoText** to send text messages to parents/carer contact numbers that have been supplied to the school. This service will ensure that a text is sent to the first main contact to advise them that the school is closed. If this person has the **ParentComms** App installed on their phone and has assigned their mobile number to the app, this message will appear as a notification via the app at no cost to the school.

NB Full instructions for registering on the **ParentComms** App this are included in Appendix 1.

Parents/carers should be aware that they may need to collect their children during the day if the school cannot maintain adequate staffing, including medically trained staff, to keep students safe.

### **Communication of Closure for Staff**

- Staff should firstly check the home page on the school website where a message will be displayed.
- Use the **Adverse Weather Notices** on the school website for any notifications on school closure and they will also be informed by text.
- All staff are encouraged to install the **ParentComms** app and to register using USO login details and/or mobile phone number. To receive alerts about school closures, select **Open Check** from the menu and subscribed to **Havering** and then to **Corbets Tey School** from the drop down lists. Any changes to the Open Check message will then appear on registered mobile phones, as soon they are uploaded to the school website.

If staff do not have access to any of these methods, then they should contact another member of staff to check for them.

Ideally staff will come into school as usual if they consider it safe to do so. If staff consider it unsafe or are unable to get into work they should email the HR Officer, ([aday@corbetstey.havering.sch.uk](mailto:aday@corbetstey.havering.sch.uk)) and advise their reason for their absence (childcare, transport or safety, etc). Alternatively, it may be agreed to work at home as appropriate and in accordance with their normal working day (See **Implications for Staff** section below)

Staff should check their diaries to ensure that meetings involving visitors to the school are cancelled. If they are scheduled to represent the school at meetings or training courses offsite and are unable to travel they should present their apologies.

### **Opening in adverse weather**

In the event of the school opening to children and young people during periods of bad weather, parents and carers will want to ensure that their child is adequately provided with warm clothing.

A risk assessment will be available to staff on the shared staff network drive for those adults arriving at school regarding the risks involved in working under adverse conditions and the necessary control measure to minimise the risks identified. It might be necessary to adapt the timetable while delivering as much of the normal curriculum as possible. Alternative arrangements will be made for student' break and lunchtimes if necessary.

Please bear in mind that in some circumstances the school could be open to school staff but not to students.

### **Deterioration of weather during the school day**

If the weather deteriorates during the school day, an attempt might have to be made to send students and staff home early. Under such circumstances and from experience the earliest time at which authority transport can be expected to arrive will be 2.30pm. The school will close early only in extreme circumstances. If parent/carers make the decision to send their child/children into the school they must be prepared to collect them if necessary during the school day.

Staff will ensure that students do not leave the school site unless parents and carers are aware of the situation and able to support. The school will remain open with staff on hand until the last student has left.

## **Implications for staff**

The principles that apply in these circumstances are that:

Employers have a duty of care to their employees and staff should be advised that their safety is important and that they should not travel if it would be unsafe to do so.

Individual employees have a responsibility to undertake appropriate work duties. Employees who decide to remain at home under these circumstances will undertake appropriate work on behalf of the school.

### **In practice:**

If the school is open to members of staff each person will need to consider travelling conditions for his/her journey to work. If some employees do not attend work at the school site, they will undertake work at home.

Class teachers are responsible to liaise with non-agency or relief teaching assistants during this period to ensure work is allocated. Admin staff should report to Susan Cumbers ([scumbers@corbetstey.havering.sch.uk](mailto:scumbers@corbetstey.havering.sch.uk)) in regards to duties and responsibilities.

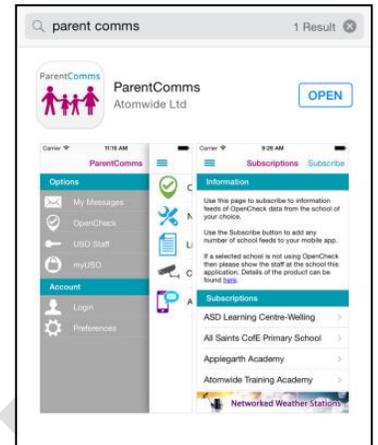
## Appendix 1

### Open Check via Parent Comms App

If you would like to receive whole school alerts to tell you, for example, that the school has had to be closed due to extreme weather, you will need to install a free app called **ParentComms** on your mobile phone.

First install the app (you will need to have created an **Apple ID** to be able to do this)

1. Go to the App Store
2. Search for **Parent Comms**
3. Install in the usual way
4. Subscribe to **Havering** and **Corbets Tey School** via the Open Check menu option. You will begin to get any **Open Check** alerts about school closures through this app.
5. Register your mobile number (as below) on the Account menu option, you will be able to receive information messages from the school.



### Auto Text Communication System

We use a communication system called **AutoText**. **AutoText** allows us to keep you up-to-date with any important information about your child, any class, group or whole school information via your mobile phone or by email. From time to time, the school may send you text messages through **AutoText**. This uses the contact information that you have already supplied to the school. Each text message costs the school for every text sent, but if you have your mobile phone number associated with the **Parent Comms** app then messages will be received through this and they are free to send. You will need to complete a short set up procedure for this to happen from within the **Parent Comms** app.

<p>1. Select <b>Login</b> from the menu</p>	<p>2. Enter mobile number (without the zero)</p>	<p>3. Select <b>Get Code</b> button</p>	<p>4. Receive message with validation code</p>	<p>5. Go back into app</p>
<p>6. Select validate code</p>	<p>7. Enter code in box</p>	<p>8. Successful message</p>	<p>9. Now all messages sent via the <b>AutoText</b> system can be viewed from My Messages</p>	<p>10. Select validate code</p>