

## Policy for the Emergency Closure of the School

### Rationale

At KSM our first consideration will always be the safety and welfare of all of our pupils and our staff. Our main objective is to keep the school open if possible and for as many pupils as possible. In the event of bad weather, a disruption of power or water supply, or damage to the school building, the emergency closure of the school may need to be considered. The school will only be closed if it is felt that children or staff would be put at a high level of risk by attending.

### Aims

- Children and staff should not be put at a high level of risk by attending school
- Children's safety should be our highest priority if they are being sent home from school
- No child should be sent home until it is established that a parent or guardian is informed of the school's closure and arrangements are made and in place for the safe care of that child at home.
- School staff will look after children until a parent or guardian has been contacted and arrives to collect the child.

### Considerations made by the school when deciding whether to close:

- Results of a Risk Assessment
- Number of staff who are available to teach and supervise pupils
- Number of staff who have specific qualifications such as qualified teacher status.
- Number of staff available on site with first aid training
- Specific needs of the pupils and whether they have an Educational Health and Care Plan (EHCP), which require adult support to ensure their needs can be met and they are safe.

### Procedures

In the event of an emergency situation a decision for closing the school must be made by the headteacher or senior teacher in consultation with the chair of governors. If the chair of governors is unavailable the head teacher or senior teacher will make the decision.

Parents and carers will be contacted as early as possible by email to inform them of the school closure, this may be followed by a telephone call if required.

Local radio stations will be contacted as advised in Wiltshire Emergency Procedure Guidelines.

Parents of children travelling on the school bus will be advised of the school closure, followed by the Transport Department at County Hall. The Local Authority will also be advised of the closure.

Teachers and TAs will inform parents and carers of the school closure as they arrive at school, stating the reason for the closure and give them information regarding the possible time of re-opening of the school if known.

If children are walking to school unaccompanied by an adult or guardian they will be brought into school if it is safe to do so. Parents and carers will be contacted to advise them of the closure and to make arrangements for the collection of and safe care of their children.

If it is not possible to contact a parent or guardian, a member of staff will look after the child until their parent or guardian is contacted.

If applicable, the school meal provider will be contacted to inform them of the school closure.

### Policy for the Emergency Closure of the School

The school will inform parents and carers of the day and time of the reopening of the school as soon as it has been confirmed it is safe to do so.

#### Monitoring and evaluation

This policy will be monitored and evaluated in the event of a school closure and in accordance with the LA Emergency Conditions and Major Incident Guidance.

#### Equal opportunities

All children will have an equal opportunity to work within this policy area; account will be taken of their needs.

#### Roles and responsibilities

This policy has been developed through consultation between staff, head teacher and governing body. The head teacher, senior teacher and governing body monitor and evaluate the success of this policy.

Policy Approved by: F+P Committee

Policy Approval Date: November 2019

Policy Review Date: reviewed February 2022  
next review November 2024

#### Useful phone numbers:-

BBC Radio Wiltshire	(8:00am-7:00pm) 01793 513626
	Out of hours 01793 513652
Heart FM	01793 842630
Transport Section	01225 713365
LA Coordination Section	01225 713759

#### THE FOLLOWING IS IN THE SCHOOL BROCHURE AND ON THE SCHOOL WEBSITE FOR PARENTS

If the school has to be closed in an emergency, (for example, severe weather conditions, heating, power or water failure) the closure will be publicised on:

The school website — [www.ksmschool.co.uk](http://www.ksmschool.co.uk)  
Heart FM radio (97.20 & 102.2 FM)  
BBC Radio Wiltshire (103.6FM, 104.3FM)

by means of:

- ♦ Announcements during the breakfast show
- ♦ Via the radio website and school website
- ♦ Via text—simply text the name of the school to 07870 150 156 and you will receive a *free* text reply.

If the school needs to be closed during the day, this will also be publicised via the radio and our website and as many parents as possible will be contacted by telephone.