

The Shrubberies School Snow and Ice Policy

The School follows recommended procedures and policies that are maintained by Gloucestershire County Council and will activate closures in accordance with procedures specified. These procedures will be reviewed on an annual basis.

The school is committed to ensuring, to the best of their ability, that the school remains open whilst dealing with circumstances involving weather conditions which may bring additional risks to the school. Only in exceptional circumstances, when conditions occur that are beyond the school's control, will the 'school closure procedures' be activated. The decision to close the school will be made by the Head Teacher who, on such a decision, will activate the Emergency Snowline which alerts staff and transport personnel. Should the Head Teacher not be present the cascade of responsibility is as follows:

Crisis Management Team:

Head Teacher

Deputy Head Teacher

Assistant Head Teacher

Business Manager

Head of Departments

Procedures in the event of severe weather conditions:

The Caretaker will be vigilant to the grounds conditions and gritting will be implemented in areas known to be affected. The Crisis Management Team will assess the risks of areas in school both inside the premises and in the grounds.

The Crisis Management Team will meet to discuss areas of concern and the required information that needs to be disseminated to pupils, staff, parents and transport personnel.

The School website will be updated regarding school closures and will also link to external organisations which can report such closures; i.e. local radio and the Gloucestershire County Council 'School Closures' Information website - <http://ww3.gloucestershire.gov.uk/closedschools/>

In the event of severe weather conditions:

Where possible, a decision will be made in advance on whether to close or open the school, on the basis of the local weather forecast, road conditions and Local Authority advice (if available). This decision will be notified to staff, parents (via the school text messaging service) and transport staff. School closure will also be advertised on the Gloucestershire Emergency School Closure webpage - <http://ww3.gloucestershire.gov.uk/closedschools/>.

If the school remains open, all staff should attempt to come into school. If conditions prove impossible, staff must contact school immediately.

Staff will ensure that the pupils are safe by, monitoring access and egress and adapting the school day to ensure that risks are mitigated.

Staff will follow procedures and recommendations as specified by the senior management team. *This may involve the temporary reorganising of classes and staffing.*

The use of gritting salt will be highlighted as a substance that can be caustic, and particular attention will be paid to pupils who walk in areas that are gritted.

Pupils will not be allowed to climb play equipment and staff will be vigilant to the risk of slips, ice burns and sliding.

Safety of pupils and staff remains paramount and the management of severe weather conditions will be monitored regularly throughout the period of concern. Communication to parents and transport personnel will be a high priority.

Parents will be notified should severe weather result in school closure during the school day. In such circumstances, *it is vital that the office holds accurate contact numbers for all parents.*

January 2014.