



WEDNESFIELD HIGH SPECIALIST ENGINEERING ACADEMY

ADVERSE WEATHER POLICY

Author	Revision Number	Date of Ratification at JNC	Review date
Mrs Claire Gilbert	1		July 2017

Policy adopted by the LAB of:		Date:	
Signed by the Chair of the LAB:		Print:	

STATEMENT OF INTENT

It is the aim of Wednesfield High Specialist Engineering Academy to ensure the academy remains open during adverse weather conditions, when practically possible, providing that this can be done in a safe manner.

Wednesfield High Specialist Engineering Academy intends to, wherever possible, make the decision to close the academy before the teaching day commences, rather than defer the decision and delay the opening of the academy.

The purpose of this policy is:

- To make the appropriate procedures clear, in relation to operating the academy during adverse weather conditions.
- To make clear the grounds for academy closure due to adverse weather conditions.
- To advise and inform staff and parents/carers of the systems and procedures in place in the event of an academy closure due to adverse weather conditions.

SIGNED BY:

..... (Headteacher) Date:

..... (Chair of Governors) Date:

1. Decision to Close

- 1.1 The decision to close the academy will be made by the Headteacher.
- 1.2 The Site Team and the Chair of Governors will be consulted when making a decision about academy closure.
- 1.3 In the absence of the Headteacher, the Deputy Headteacher will assume the responsibility of the Headteacher in relation to the Adverse Weather Policy.
- 1.4 The academy will be closed if one or more of the following conditions apply:
 - Conditions on-site are considered to be unsafe and are likely to give rise to danger to users of the site.
 - Staff numbers are insufficient for the academy to be operated safely.
- 1.5 In the event of academy closure:
 - The Headteacher will inform staff and parents/carers via the website, local radio, academy Twitter and Facebook page.
 - The Headteacher or Business Manager will post an update on the academy website.
 - The Site Team will display 'closure' signs on the academy's entrance gates.
 - The Headteacher will call the Designated Officer at the Local Authority and ECMAT. It is noted that parents/carers will have been previously made aware that announcements concerning the academy will be broadcasted the local radio stations.
- 1.6 In the event of the academy having to close during the day, parents/carers will be contacted via text message using the number provided on the emergency contacts list and informed that students will be sent home.
- 1.7 A closure of the academy during the day and an early release of staff will only be contemplated in extreme circumstances.

2. Remaining Open in Adverse Weather Conditions

- 2.1 If the academy remains open when there has been snowfall or the site is icy, access to the site for pedestrians will be restricted to the pedestrian gates only.
- 2.2 The Site Team will place health and safety caution signs to warn users of the increased hazards on site.
- 2.3 All pathways, wherever practically possible, will have been cleared and gritted.
- 2.4 A notice will be erected to display that vehicles and pedestrians entering the academy grounds do so at their own risk.

2.5 During periods of adverse weather conditions, the outdoor spaces may be out-of-bounds to students and parents/carers, at the Headteacher's discretion.

2.6 All persons entering the academy's buildings are asked to ensure they wipe their feet thoroughly, in order to reduce slip hazards.

3. Health and Safety

3.1 Wednesfield High Specialist Engineering Academy has a duty of care to anyone accessing the site and surrounding grounds.

3.2 Wednesfield High Specialist Engineering Academy will be liable if it is found that the academy has been negligent in its responsibilities and has not taken all reasonable measures, given the circumstance, to ensure the health and safety of students, staff, visitors and parents/carers entering the academy site.

3.3 The Headteacher is responsible for ensuring safety on the academy site, in accordance with the academy's Health and Safety policies and procedures.

3.4 Staff, visitors and parents/carers have the personal responsibility to express caution and take responsibility for their own health and safety whilst accessing the academy grounds.

- Individuals must take responsibility for the health and safety of any children under their supervision.
- If anyone believes that the site is unsafe, it is advised that they do not enter the academy grounds.

3.5 In the event of adverse weather conditions, the Site Team will assess the academy site and inform the Headteacher at 7.00 am of the state of the site.

3.6 A risk assessment of the site will be conducted in order to assess any potential hazards due to the weather conditions.

3.7 Closing the academy is a reasonable decision if students or staff are at risk of serious injury due to the weather conditions.

3.8 When roads are impassable, the health and safety issue is overridden by the practical issue of access.

4. Limited Staff Numbers

4.1 During periods of adverse weather conditions, the academy will be flexible with teaching when subject to reduced staff numbers.

4.2 In order to comply with health and safety regulations, different age groups may be brought together to be taught under the supervision of the available teachers and support staff.

- No maximum class size limits are set out.

4.3 The academy will continue to strive to provide high quality education in the given circumstances.

5. Attendance Statistics

- 5.1 Where the academy is officially closed, all absence is registered as authorised.
- 5.2 When a student cannot attend the academy due to adverse weather conditions, the students will be marked in the register as having an authorised absence and will therefore not affect the academy's attendance statistics.
- 5.3 If the Headteacher believes the student could have safely made it to the academy but did not attend, the student will be marked in the register as having an unauthorised absence.
- 5.4 Parents/carers acting on the assumption that the academy would be closed, without gaining confirmation, or failing to inform the academy of the circumstances that prevent the student coming in to the academy, risk their child's absence being registered as an unauthorised absence.

6. Examination Disruption

- 6.1 If the academy has to close, or if a student misses an examination due to adverse weather conditions, the academy will make alternative arrangements with the relevant awarding body.
- 6.2 The academy take full responsibility for informing parents/carers and students of any agreed changes concerning an examination in adverse weather conditions. This includes:
 - Using alternative venues.
 - Examination results being generated by the awarding body, based on other assessments in the same subject.
 - The opportunity for the student to sit any missed examination later in the year.

7. Emergency Plan

- 7.1 In the case of an emergency, the academy will follow their planned emergency procedures, in accordance with the First Aid Policy.
- 7.2 The Wednesfield High Specialist Engineering Academy's Emergency Plan will contain:
 - Information on where to find parent contact details.
 - Staff contact details for out-of-hours emergencies.
 - Details of which staff members have agreed to perform certain tasks during an emergency.
- 7.3 All nominated staff will be trained to:
 - Contact and liaise with emergency services.
 - Provide First Aid.
 - Move students to a safe place.

- Calm and comfort students.
- Contact parents/carers.
- Deal with any media interest.

7.4 Each member of staff will have a copy of the emergency plan.

7.5 Paper copies of the plan will be kept at nominated staff members' homes in case of out-of-hours emergencies.

7.6 All parents/carers will be sent a letter informing them of their responsibilities, e.g. duty to collect students.