

Indian Queens School

Emergency School Closure Arrangements

SCHOOL GUIDELINES These guidelines are based on those sent by the Local Authority to all schools.

Purpose: To advise families, including school staff families, of the procedures the school will undertake in the event that severe weather conditions result in the need to consider / action school closure. This advice will also follow if other events impact on the safety and welfare of children in school, necessitating closure.

The safety of the children is paramount at all times. In the event of an emergency closure during the school day, all children will be kept warm and safe until suitable arrangements have been made for them to leave. All actions below take this overriding aspect into account.

- 1. A Risk Assessment takes place and the decision is taken as to whether to close early (or remain closed if out of school hours).**
 - The school will take into consideration both actual and potential risks. This will always be a judgment made with the information available at the time, and based on the welfare of the children both within the school, and in terms of their journey to or from home. Once the school has taken the decision to close for the day, it will not reverse this decision.
 - The school will liaise with the Chair/Vice of Governors / other available governors to authorise the proposed decision.
 - In the light of previous events experienced, the school will take any action earlier rather than later, to avoid any potential risk to children, their families and school staff whilst on route to or from home.
 - If there is a significant risk of children or staff not being able to safely return home, then:
- 2. The decision to close is taken and Cornwall Council informed and put directly onto the school website.**
- 3. BBC Radio Cornwall, Heart FM and Pirate FM are informed of the closure, via the Cornwall Council. This is then communicated via all these radio stations and websites however there is no guarantee that this information will be publicised therefore the school website is the best source of accurate and up to date information and may also contain a fuller explanation of the situation.**
- 4. Parents / main contacts (if parents cannot be contacted) are informed, if the decision is taken during the school day.**
 - Ideally, each parent will be contacted individually as far as is reasonably possible, starting with families of the youngest children. Parents are asked to help with this communication by informing other parents and neighbours of the situation, to aid the speed of communication, and encourage quick collection of children.
 - No child will be sent home until their parents / agreed contact person (in the light of not being able to contact the parent) are aware of the situation, and agreement reached as to the action to take (ie where the child will go / whether accompanied etc).
- 5. Transport Providers are notified.**
 - The school will contact all transport providers and advise the children are collected as soon as possible. Parents of these children will also be advised as soon as the arrangements for these children are known.

DURING THE SCHOOL DAY, CHILDREN WILL ALWAYS BE SAFE IN SCHOOL UNTIL THEY ARE COLLECTED.

IT IS IMPORTANT THAT PARENTS DO NOT PANIC!

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HOW PARENTS AND CARERS CAN HELP

- Ensure all your child's contact numbers held at the school are up to date. The school will contact the main contact first; failing that, will try each contact number in turn to agree action. If you have individual concerns about who may collect your child, please talk to us in person and in advance of this situation occurring.
- Ensure other contacts you have given are clear about these procedures, and know they may be contacted for help in looking after your child if necessary.
- Any advance information, in writing, regarding actions to be taken under these circumstances would be much appreciated.
- We strongly advise that even older children are collected by an adult unless they are going somewhere in the immediate vicinity of the school. Remember we cannot authorise others to transport your child without your express permission.
- The school will not permit a child to go to another home – other than that of a named contact - without the express permission of the parent, unless the situation is critical, in which case we will continue to do all we can to contact you and advise you of the situation.
- Listen to the local radio (Radio Cornwall and Pirate FM) who have agreed to inform listeners if the school is closing, or if the school will not open on that day.
- Regularly check the school website for further information. Details will appear on the homepage.
- Do not panic if you cannot reach the school immediately either in person or by phone – your child will be quite safe.
- However, please do try to get to your child as soon as you can – staff will always remain with your child but their safety in returning home is also important.
- CONTACT NUMBERS

We will try to leave the main school phone number free for incoming calls, as well as the school staff mobile number, *which is not normally available to receive calls*. Neither phone will accept a recorded message – it is vital that you ensure you actually talk to a member of staff.

01726 860540

01726 860330

- Both these numbers will accept incoming calls but both are likely to be very busy. We may try and phone out to families so persevere as the phone will be fully manned.
- If following such an event you can provide feedback on how to improve these procedures we would be pleased to hear from you.