

PENRYN COLLEGE

School Closure Procedure for all Staff

Last Review Date: November 2018

Responsible SLT member: DBDO

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PROCEDURE FOR CLOSURE OF PENRYN COLLEGE IN THE EVENT OF SEVERE WEATHER OR OTHER EMERGENCY – STAFF REQUIREMENTS

1. We may require to close in the event of severe weather or other crisis such as a sustained fire emergency. We have a comprehensive internal policy for the actions to be taken in the event of a fire or other emergency and this procedure is directly linked to that policy in highlighting what we should do if the school closes because of an emergency.
2. There are 5 occasions when the school may decide to close or not open at all:
 - a. A severe weather forecast of Amber or worse.
 - b. An event occurs in the morning before school starts that necessitates the school's closure that day.
 - c. An event occurs during the school day that necessitates the school's closure.
 - d. An event is forecast to occur the next day which necessitates closing the school before the event happens.
 - e. An event has happened which necessitates opening the school late on a particular day.

These events could be as simple as a severe weather forecast, a prolonged fire emergency or other more significant event which requires the protracted closure of the school. In order to keep things as simple as possible, it is always best to use the same systems for any emergency as they become ingrained. Therefore, any emergency which requires the building to be evacuated will use the fire alarm and the standard fire evacuation procedure should be followed. Any other emergency which requires the students to muster in a given area will be indicated by the use of the schools tannoy system in the main building and runners in the old block.

3. The key to the success of our emergency planning is communication with parents and other agencies and this documents sets out what we need to do to ensure that our children are looked after appropriately and safely.
4. In the event of inclement weather, the following will apply:

Any Amber forecast for snow may mean school closure which will be confirmed on the schools website at 6pm the evening before the closure day.

Any Yellow forecast for snow will be treated on a case by case basis and may result in the school being closed before any snow actually falls.

Although this may mean no snowfall in Penryn itself, we have to be conscious of the outlying areas where snow can fall very quickly and make local roads extremely treacherous. This is equally as important for our staff, many of whom travel considerable distance: we have to ensure we have sufficient staff on site to provide proper and supervision to all students and this may not be possible if areas of Cornwall are affected by snowfall.

5. **AN EVENT OCCURS IN THE MORNING BEFORE SCHOOL STARTS THAT NECESSITATES THE SCHOOL'S CLOSURE THAT DAY.**

It is intended to introduce a Cascade System so that all members of staff are informed if the school is not going to open. This will be as follows:

- Headteachers informs 2 x Assistant Head (DM/JPH) and DBDO that school will not open.
 - Each Assistant Head rings the Heads of Department for whom they are responsible.
 - DBDO rings each Support Staff Line Manager (SSLM)
 - Each HOD and SSLM rings the members of their department/team to inform them not to attend school
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- a. The school makes the decision not to open based on an event and the ability to satisfy the Go/NoGo List¹.
 - b. The school informs the Local Authority by emailing the School Emergency Inbox (schemerg@cornwall.gov.uk) using the Subject Line: Penryn College/4149/Closure giving a brief explanation as to the reason.
 - c. The Cascade System is instigated.
 - d. The information will be transmitted by BBC Radio Cornwall, Pirate FM and Heart FM
 - e. The Press & Media Officer will put a pop-up on the school website.
 - f. The school will email and text all parents.
 - g. The Press & Media Officer will post on all social media sites.
 - h. Premises Manager informs Caterlink and cleaners.
 - i. A sign will be displayed on the school gates and the gates will remain closed.
 - j. Local primary schools will be informed.
 - k. The school buses will be cancelled.
 - l. Taxis provided to some students will also be cancelled.
 - m. Staff should not attend school.

6. **AN EVENT OCCURS DURING THE SCHOOL DAY THAT NECESSITATES THE SCHOOL'S CLOSURE.**

Although this most likely to be a weather event, it is possible that a prolonged event such as a fire or gas leak could necessitate the closure of the school. Once the school has been evacuated to the Hockey Pitch then there is the issue of how we get students home without being able to get back into school. Equally, if it is a weather event, then members of staff will have their own anxieties about being able to get home to pick up children or perhaps care for dependent loved ones.

As a result, we would like staff self-categorise into 1 of 4 categories as follows:

- a. Category 1 – Staff who live in Falmouth and within 3 miles of school with no caring responsibilities.
- b. Category 2 – Staff who live outside Category 1 with no caring responsibilities.
- c. Category 3 – Staff who live within Category 1 with caring responsibilities.

¹ The Go/NoGo List includes things which are essential for the school to be opened safely regardless of the forecast. These are: safety of footpaths and public areas, availability of sufficient heating and lighting, availability of canteen facilities, proportion of first aid trained staff, proportion of staff for safe supervision.

- d. Category 4 – Staff who live outside Category 1 with caring responsibilities.

In addition to self-categorising into one of the above categories, staff should also inform the school if any of the following affects them:

- i. Use public transport to travel to and/or from school.
- ii. Car share with another member of staff.
- iii. Car share with someone else.
- iv. Live in a particularly isolated or difficult-to-get-to location

This is a fast and effective way for the Headteacher to allow staff to leave school in the event of an emergency while ensuring that there are sufficient people remaining behind to properly supervise and care for students who may not be immediately available to get home. Staff will be released as appropriate by the Headteacher starting with Category 4 down to Category 1.

- a. If the Headteacher decides to close the school it does not mean students are immediately free to leave the school site.
- b. The school makes the decision to close based on an event and the ability to satisfy the Go/NoGo List.
- c. The DBDO will make the announcement on the school tannoy system every minute for 5 minutes telling teachers where to muster and the nature of the event.
- d. The school informs the Local Authority as above.
- e. The information will be transmitted by BBC Radio Cornwall, Pirate FM and Heart FM.
- f. The Press & Media Officer will put a pop-up on the school website about the occurrence and what to do.
- g. Student Services will email and text all parents about the occurrence and what to do.
- h. The Press & Media Officer will post on all social media sites about the occurrence and what to do.
- i. All teachers/tutors are to take the students to the street and let them disperse into Tutor groups as follows:
 - i. Year 7 and Arwennack in Kernewek Hall
 - ii. Glu, Kil and Pen in Sports Hall
 - iii. Staff will be given muster lists by the Admin Team and Tutors/nominated staff will take the register.
- j. The school will contact the bus and taxi companies to arrange for them to attend.
- k. Staff will have allocated roles based on their Categories above as follows:
 - i. SLT to lead nominated areas. Headteacher muster in foyer area.
 - ii. JEL to lead Transport elements.
 - iii. Premises staff to keep roads and pathways as clear as possible.
 - iv. Staff at front of school to direct parents to the canteen – to be nominated.
 - v. Staff in Canteen to collect children - to be nominated.
 - vi. Staff in Sports Hall (2 per house) to sign out - to be nominated.
 - vii. Staff in Kernewek (2 per house) to sign out - to be nominated.
 - viii. Allocated Support Staff to report to the Front Office.
 - ix. Non-tutor teachers to report to Headteacher in Foyer area.

- x. Nominated staff who can support individual student in interview rooms behind reception.
- l. Parents are free to come to school to collect their children in accordance with the website/text/email/social media.
 - m. Where it is safe to come to the school, the front door will be closed – all parents will be directed to the canteen via the side entrance accessed at the end of the bus bay.
 - n. Where it is not safe to come to school an alternative pick-up rendezvous will be provided in the school's messages. This is likely to be an adjoining street or industrial estate close to the school. Staff will be allocated to roles on an ad-hoc basis dependent on the nature of the emergency.
 - o. Parents will be greeted in the canteen by the nominated staff.
 - p. That member of staff collects the child from their House and takes them to the canteen via the sign out desk.
 - q. A student can be authorised to leave our care if their parent/carer cannot attend. This can be to either walk home or be transported home by someone else. To do this the child must show their Tutor/nominated staff a text telling them that they can make their own way home or that they are to travel with a named person. The tutor/nominated staff then takes the child to sign out and escorts them to the canteen exit.
 - r. Children who normally travel to school via a school bus will be moved to the Creative Arts department to sit with other students who get the same bus. They will be allowed to leave once their bus has arrived. JEL will be responsible for this.
 - s. For those who get a taxi service, they will allowed to leave once their transport arrives.
 - t. No child will be allowed to leave unless as indicated above. No child will be forced to leave the school. Staff will remain on site until all children have been collected regardless of time.

7. AN EVENT IS FORECAST TO OCCUR THE NEXT DAY WHICH NECESSITATES CLOSING THE SCHOOL BEFORE THE EVENT HAPPENS.

- a. The school makes the decision not to open based on the forecast event and the ability to satisfy the Go/NoGo List.
- b. The school informs the Local Authority as above.
- c. The Cascade System is instigated.
- d. The information will be transmitted by BBC Radio Cornwall, Pirate FM and Heart FM
- e. The school will put a pop-up on the school website.
- f. The school will email and text all parents.
- g. The school will post on all social media sites.
- h. Local primary schools will be informed.
- i. The school buses will be cancelled.
- j. Taxis provided to some students will also be cancelled.
- k. Staff should not attend school.

8. **AN EVENT HAS HAPPENED WHICH NECESSITATES OPENING THE SCHOOL LATE ON A PARTICULAR DAY.**
- a. The school makes the decision to open late.
 - b. The school informs the Local Authority.
 - c. The Cascade System is instigated.
 - d. The information will be transmitted by BBC Radio Cornwall, Pirate FM and Heart FM
 - e. The school will put a pop-up on the school website stating what time the school is opening.
 - f. The school will email and text all parents stating what time the school is opening.
 - g. The school will post on all social media sites stating what time the school is opening.
 - h. Local primary schools will be informed.
 - i. The school buses will be delayed to collect the students for the new opening time.
 - j. Taxis provided to some students will also be delayed.
 - k. Staff should attend school if they are able. If they are not able they must telephone school or email secretary@penryn-college.cornwall.sch.uk