

**CITY OF ROCHESTER SCHOOL
ADVERSE WEATHER POLICY**

This policy, which applies to the whole school, and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher, being responsible for the day to day organisation of the curriculum, monitoring the weekly lesson plans for all staff, ensuring all planning is appropriately differentiated with relevant, appropriate learning objectives.
- The Headteacher along with the whole school teaching and therapy team review the long-term and medium-term planning and ensure that appropriate targets and strategies are in place. It is intended that the ongoing review and development of the curriculum will support enthusiastic and inspirational teaching. The process of review plays a key role in the continuing professional development of all staff at City of Rochester School.
- The Trustees undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so requires. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay.

Signed:

Date Reviewed: November 2019
Date of Next Review: November 2020
Version No. 1
Policy No 17(a):003



Alicja Emmett
Headteacher



Claire Cooper
Chair of Trustees and Safeguarding Trustee

This policy will be reviewed no later than November 2020, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

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City of Rochester School is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

1) 1.Introduction: It is the aim of City of Rochester School to ensure that Bradbury House (the building occupied by the school and charity) remains open during adverse weather conditions, when practicably possible, providing that this can be done in a safe manner. City of Rochester School intends to, wherever possible, make the decision to close Bradbury House before the teaching day or charitable events commence, rather than defer the decision and delay the opening of Bradbury House. The purpose of this policy is:

- To make the appropriate procedures clear in relation to operating Bradbury House during adverse weather conditions.
- To make clear the grounds for a school 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 a Bradbury House closure due to adverse weather conditions.

2) 2. Decision to Close: The decision to close will be made by the Head Teacher. The facilities manager and the Chair of Trustees will be consulted when making a decision about City of Rochester School closure. In the absence of the Head Teacher, the Assistant Head or one of the trustees will assume the responsibilities of the Head Teacher in relation to the Adverse Weather Policy. City of Rochester School will be closed if one or more of the following conditions apply:

- Conditions on site are considered to be an unsafe and are likely to present a danger to users of the site
- Staff numbers are insufficient for City of Rochester School to be operated safely

In the event of a closure:

- The Head Teacher will inform staff and parents/carers via telephone (sending a text message follow up if unable to get an answer) and email/social media
- An update will be posted on the City of Rochester School website and Magic (UK)'s Facebook page
- Where possible, the caretaker will display "closed" signs on City of Rochester School's front doors
- The Head Teacher will contact KMFM and inform them of the closure. It is noted that parents/carers will have previously been made aware that announcements concerning City of Rochester School will be broadcast via KMFM radio station.

In the event of City of Rochester School having to close during the day, parents/carers will be contacted by telephone, using the numbers provided on the emergency contacts list, and be informed that City of Rochester School will be closing. Arrangements regarding transportation will be made by parents/carers. A closure of City of Rochester School during the day and early release of staff will only be considered in extreme circumstances

3) Health and Safety: City of Rochester School has a duty of care to anyone accessing the site and surrounding grounds. The Head Teacher is responsible for ensuring safety on City of Rochester School's sites, in accordance with City of Rochester School's Health and Safety Policy and procedures. Staff, visitors and parents/carers have the personal responsibility to express caution and take responsibility for their own health and safety whilst on City of Rochester School 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 City of Rochester School's grounds

In the event of adverse weather conditions, the caretaker will assess City of Rochester School's site and inform the Head Teacher by 07.30am of the condition of the site. A risk assessment of the site will be conducted in order to assess any potential hazards due to the weather conditions. Closing City of Rochester School is a reasonable decision if pupils or staff are at risk of serious injury due to the weather conditions. When roads are impassable, the health and safety issue is overridden by the practical issue of access.

4) Limited Staff Numbers: During periods of adverse weather conditions, City of Rochester School will be flexible with teaching when subject to reduced staff numbers. In order to comply with health and safety regulations, different age groups/classes may be brought together to be taught under the supervision of the available teachers and support staff. City of Rochester School will continue to strive to provide high quality education in the given circumstances

- 5) **Attendance Statistics:** Where City of Rochester School is officially closed, all absence is registered as authorised. When a pupil cannot attend City of Rochester School due to adverse weather conditions, the pupil will be marked in the register as having an authorised absence and will therefore not affect City of Rochester School's attendance statistics. If the Head Teacher believes that the pupil could have safely made it to City of Rochester School but did not attend, the pupil will be marked in the register as having an unauthorised absence. Parents/carers acting on the assumption that City of Rochester School would be closed, without gaining confirmation, or failing to inform City of Rochester School of the circumstances that prevent the child coming into City of Rochester School, risk their child's absence being registered as an unauthorised absence.
- 6) **Emergency Plan:** The City of Rochester School Crisis Management Policy is currently being developed to ensure the safety of our students, staff and visitors. As a temporary measure, with the potential for adverse weather conditions to affect our students and staff ability to get to the school, the following emergency plan has been adopted:
- The contact information for all staff and students of City of Rochester School is stored on the Office 365 all staff shared space.
 - The document is in the Crisis Management folder and is entitled "January 2019 adverse weather contact details".
 - The file is password protected to help ensure the safe storage of this information.
 - The password has been given to the Head Teacher and Trustee in charge of adverse weather. In the event of a school closure, this password may be provided verbally to a member of the administration team for the purpose of calling/messaging students and staff to inform them of the closure.
- 7) **Monitoring:** Compliance with the policies and procedures laid down in this document will be monitored by the trustees. **The trustees are responsible for the monitoring, revision and updating of this document on a yearly basis or sooner if the need arises.**
- 8) **Equality Impact Assessment:** This document forms part of City of Rochester School commitment to create a positive culture of respect for all staff and service users. The intention is to identify, remove or minimise discriminatory practice in relation to the protected characteristics, as well as to promote positive practice and value the diversity of all individuals and communities. As part of its development this document and its impact on equality has been analysed and no detriment identified.

9. Appendix 1: Jan 2019 process diagram:

