



Emergency Closure Policy

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Headteacher	R Swaby
Chair of Governors	M Hopkins



Delph Primary School Emergency Closure Policy

Within the limitations set out by statutory guidance and health and safety legislation and wherever possible, Delph Primary School will remain open during the school day to deliver education to its pupils. However, the Headteacher with the support of the school's Governing Board, is authorised to make the decision to ***declare an emergency closure when exceptional circumstances make it absolutely necessary and in the best interests of the pupils.***

Every emergency is different. Educational and wellbeing impacts as well as the health and safety of pupils and staff will always be paramount in decision making. Decision making will be based on a detailed risk assessment and will include consideration of any alternative options available, for example full or partial closure, changing opening and closing times etc.

We will do our best to minimise the amount and length of any disruption to education or childcare. Safeguarding and promoting the welfare of children remains of paramount importance.

Our emergency plans cover a range of potential incidents. Incidents could happen during, and outside, normal working hours including weekends and holidays. These incidents include:

- Public health incidents (for example, a significant infectious disease incident)
- Severe weather (e.g. extreme heat, flooding, storms or heavy snow)
- Serious injury to a pupil or member of staff (e.g. transport accident)
- Fire risk and any hazards
- Significant damage to building (e.g. fire or structural incident requiring temporary structural supports to the building or closure)
- Criminal activity (e.g. a significant burglary involving damage to the school property, a bomb threat)
- Loss of power or telecommunications
- Disruption to normal services
- Cyber incident or data breach
- The impact and lasting effects of a disaster in the local community

Before making the decision to partially or fully close, staff will consider the following as part of a risk-assessment:

- Can enough staff attend the school to ensure the safe and efficient running of the school?
- Have local weather forecasts and road conditions, including those for areas from which staff will be travelling, been reviewed to assist in planning for potential staff absence?
- Can pupils and staff access the school building safely?
- Can pupils and staff be evacuated in an emergency?
- In an emergency, can the Emergency Services access the school?
- If a number of staff cannot attend, is the number of staff available for work acceptable to run the school efficiently and safely given the needs of pupils?
- Does the pupil staff ratio indicate that there could be a partial school closure or a full school closure?

In the event of a school closure (partial or full), we will communicate information as early as possible to families via the Teachers2Parents text/e-mail service. Please ensure we always have up-to-date contact details. The school website will also be used to share important information. Oldham LA's website also shares school closure information as soon as they have been alerted: [School Closures \(oldham.gov.uk\)](https://www.oldham.gov.uk/school-closures). Using a mixture of communication methods should ensure all families receive the information.

Wherever possible, remote learning will be established via Tapestry (YR) or Google Classrooms (Y1-6) as soon as is possible. However, staff may be on site when the decision to close is made and will need to get home safely, in the first instance.

If school is closed, families will be updated on a daily basis.

Public Health Incidents (e.g. CV19)

School will always follow national and local guidance or enforcements in the event of school closure due to a public health incident. Closure will always be regarded as a last resort and the school is committed to following guidance from the Department for Education and Public Health England.

Heavy Snow

In the event of heavy overnight snow, the decision as to whether or not to send a pupil to school must be at the discretion of the parents, taking into account factors such as distance to travel, transport availability and local road conditions.

Members of staff are asked to make every effort to get to school although again, in severe conditions, they must make a judgement about the safety of travelling. They may also have to take into account child care issues if their own child's nursery / school is closed.

- If school is open, parents are responsible for the safe journey of their own family. We suggest travelling on foot or Park and Stride when local roads are icy. Registration will remain open until 9:30am in order to support a safe arrival. Parents and staff are asked to think carefully about parking, taking extra care and consideration for other road users and pedestrians.
- School will endeavour to proceed with a normal timetable. However, if the number of teaching staff or pupils is deemed too small, an alternative programme of events will be organised; this will inevitably include a longer break time in which to enjoy the snow (if it is safe to do so).
- Children should always come to school with a warm outdoor coat, gloves, hat, spare socks and boots or wellies. Without appropriate clothing, children will not be allowed outside.
- On days when snow is falling / the playground is covered in snow, alternative entrances may be used for all children i.e. main entrance. This will be communicated to families via staff on site and/or a Teachers2Parent text message.
- School will provide text updates at appropriate times throughout the day should the weather worsen.
- If snow continues to fall, school will inform parents that an early pick-up may be permissible if parents feel it would be safer to collect children earlier. Parents should assess their personal arrangements including route / transport etc. School entry / exit points may be adjusted to support the safety of all.
- In extreme conditions, school may make the decision to close during the school day and will request collection of all children as soon as is possible.

- All children leaving before the end of the normal school day (3:15pm) must be signed out by a staff member, using class lists.
- When ice or snow hampers movement around school, in order to minimise the risk of injury to staff, pupils and parents, the caretaker will decide which paths to open and provide signage or instruction. It may be safer to leave some gates shut. Users should always stick to the gritted paths for their own safety. School will endeavour to communicate gate closures via text.
- Families, staff and visitors should always be aware of the potential of snow falling from the roof.
- Prior to pupils being allowed to play outside, staff will remind them where to play and how to play safely.
- It may be necessary to cancel before or after school activities / clubs and this may include DOSC. Parents will be notified of this as soon as a decision is made.
- It is very important that school always has up to date contact information for parents/carers.
- At least two members of staff will always remain on site until the last child has been collected.
- Children will only be handed over to their own parents or identified adult.

All decisions made will be based on the safety of pupils and staff and we thank all concerned for their patience, co-operation and understanding.