



Inspiring Optimistic Learners

## Emergency Closure Procedure 2018-2019

<b>Reviewed:</b> September 2018	<b>Next review due:</b> September 2019
<b>Governing Body Committee:</b> N/A	<b>CLT contact:</b> Jeremy Plumb
<b>Policy adopted by the Full Governing Body on:</b> N/A	

## **Parents'/Carers' Guidance**

In the event of having to close the College due to bad weather, broken heating, flooding or some other unforeseen event the following procedure will apply. In the case of adverse weather conditions many staff and students do not live within walking distance of the College and if the weather does mean dangerous driving conditions then staff and students may need to stay at home. This may mean we have to close the whole College, some classes or open later. All of this information will be on local radio stations and the College website.

### **Closure outside normal College hours**

The closure will be announced as soon as possible giving parents/carers, students and staff as much time as possible to make alternative arrangements. If the decision is made on the morning of the closure, information will be available between 7.00am – 7.30am.

This information will be:

- broadcast on the radio stations: Radio Cornwall, Pirate FM, Heart FM, Radio Devon and Atlantic FM;
- displayed on the College website [www.torpoint.cornwall.sch.uk](http://www.torpoint.cornwall.sch.uk) and Facebook page.;
- conveyed on a message on the College answer machine (when possible).

If the decision is made before 8am a member of staff, where possible, will be at the College to inform parents/carers of the College's decision to close.

## **Exams**

Public timetabled exams will continue in the event of school closure and information will be published on the College website. In the event that it is deemed by an individual to be unsafe to travel to the College on a day when an exam is due to be sat, as a result of adverse weather conditions, the College is to be notified at the earliest opportunity.

### **Closure during normal College hours**

The decision to close will be made after considering a number of factors. This includes where weather conditions are becoming so severe that the safety of students and staff is being put at jeopardy, and information received from the bus and taxi companies suggests that there is an unacceptable risk to students if their transportation is delayed.

In the event of an emergency closure all students will be asked to contact parents/carers (or nominated first contact) for permission to be sent home, or to a pre-arranged safe place, before they are released.

The class teacher will inform students of the reason for the emergency closure and about the travel arrangements where buses and taxis apply. Students will be asked to relay this reason to parents/carers (or nominated first contact) via their mobile phone in the first instance. A member of staff will confirm this with you on the student's phone and ask for your permission to release the student. This will normally be the class teacher where students are using their mobile phones. It is intended to be a brief discussion to confirm that you are happy for your child to be released from the College.

Should your child not have a mobile phone or be unable to contact you or another agreed contact, arrangements will be in place for students to use College telephones. A safe and supervised area will be available until contact is made or when suitable travel arrangements are in place. Refreshments may also be made available.

Students who cannot walk home because of distance (and where the College buses and taxis are not able to pick up) will remain at College under staff supervision until parents/carers are able to pick them up or confirm with us that they have a safe, warm place within walking distance where you are happy for them to go to. It is important to have a contingency plan in place; the College cannot take responsibility for transporting children to their homes.

With approximately 650 students to evacuate from the site, we are keen to ensure that it is done in a calm and orderly manner and that your child goes from/to a safe environment.

There is no requirement for your child to have a mobile phone as a College phone will be made available. Staff at Main Reception will telephone you or your nominated first contact where appropriate i.e. should a student need support.

No student should leave the College building without permission from a member of staff and parent/carer (or your nominated first contact).

Should your child not comply with the advice they are given all reasonable measures, short of physical restraint, will be used to persuade them to remain in College.

**Our advice is to speak with your child about this emergency closure process as soon as possible e.g. if your child relies on transport to travel home, you may wish to make alternative arrangements with grandparents or friends for example.**

**Please ensure that we have accurate and up-to-date contact details in College and where applicable that these are pre-programmed into your child's mobile phone.**

Thank you, in advance, for your support with this matter.

**College Contact details:** Website: [www.torpoint.cornwall.sch.uk](http://www.torpoint.cornwall.sch.uk)

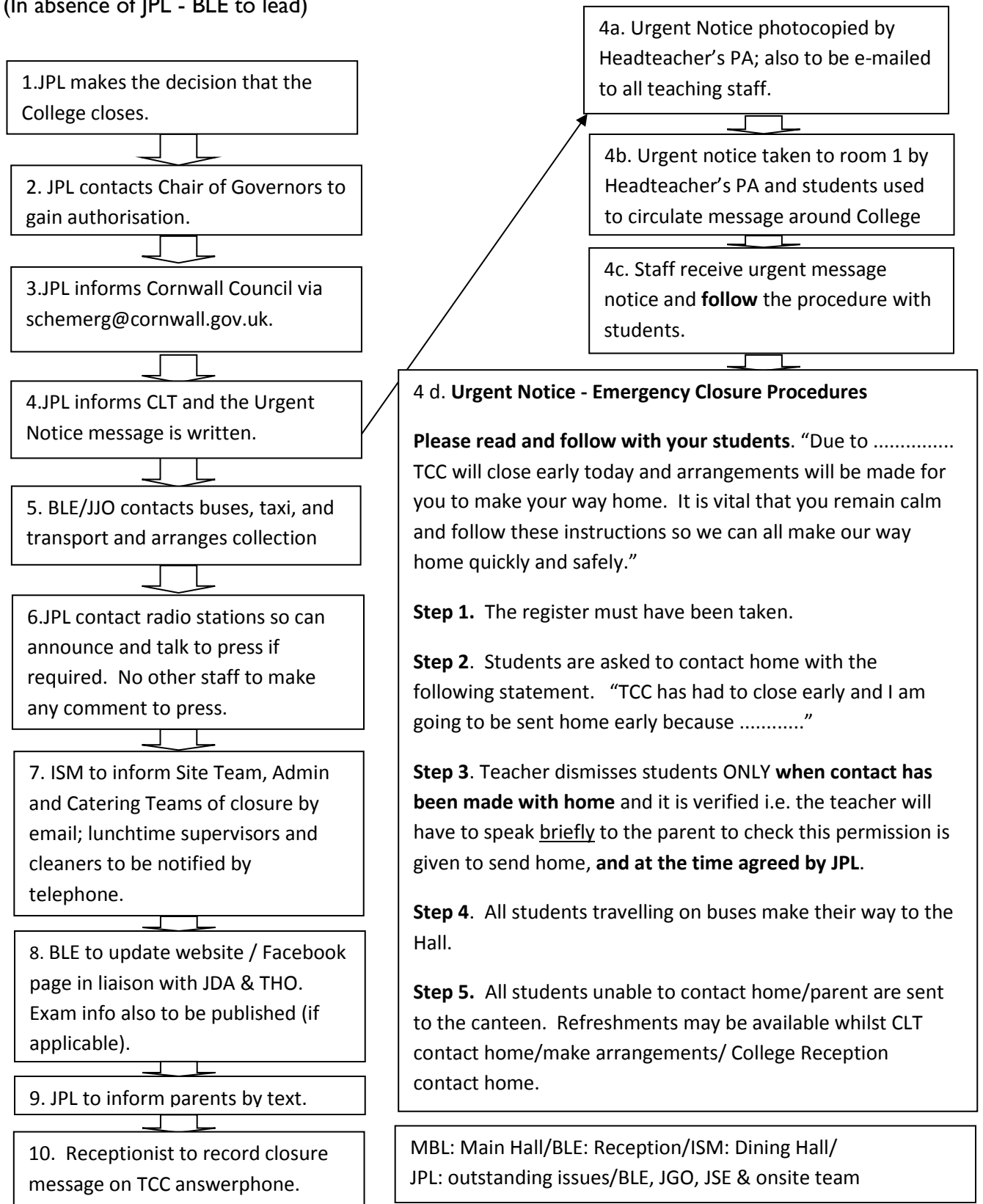
Phone Number: 01752 812511 (Main Reception)

**Torpoint Community College  
Emergency Closure Procedures prior to the start of the College Day  
Snow / Adverse Weather / other emergencies  
7<sup>th</sup> September 2018**

- BLE to be at College by 7.00am (or sooner) since she is member of the Leadership Team who lives closest to TCC. If BLE is unable to get into College due to weather conditions she is to phone JPL asap before 7.00am. BLE / JPL to undertake a risk assessment in line with Cornwall Council's 'Closing your School in an Emergency' document.
- JPL will contact BLE at (or before) 7.00am to let know if on way / unable to get in to College due to poor weather.
- If JPL is not in College, based on information 'on the ground' at that time, a decision by JPL in liaison with BLE will be made re closure.
- JPL will contact Chair of Governors and gain authorisation if closure is recommended. It is policy that all schools should remain open at all times and any decisions to close should first be agreed with the Governing Body – the Chair of Governors.
- JPL then to contact BLE at 7.10am or as soon as with decision and
  - BLE to inform other MLL by text, place message on College website and Facebook page and on telephone answer machine via Admin Team, contact Radio Plymouth and other Radio Stations (i.e. BBC Radio Devon) not covered by Cornwall Council's emergency closure protocol.
  - JPL to inform all CLT by text, email [schemerg@cornwall.gov.uk](mailto:schemerg@cornwall.gov.uk) (Subject Torpoint Community College / 4 digit DfE number / Closure and message). This will alert Capital Strategy Team, BBC Radio Cornwall, Pirate FM, Atlantic FM and the transport provider.
- During bad weather staff should endeavour to adhere to normal hours of work.
- Our priority must be to ensure that all children within our care are kept warm and safe. The decision to close the College prior to the morning start will be made as early as possible so that other actions can follow. All subsequent actions must take this overriding aspect into account.
- If the closure takes place outside school hours, at least one member of staff should be present at the College entrance at the beginning of the school day to ensure that any students who do arrive are informed of the closure, and to check students are able to return home safely.

## Emergency closure procedure during College hours 2018 – 2019

(In absence of JPL - BLE to lead)



**Our priority is to ensure that all children within our care are kept safe and warm. All subsequent actions taken must take this overriding aspect into account. During bad weather staff should endeavour to adhere to normal hours of work. It will be left to individual staff members to decide whether or not they should go home early but permission to do so must be sought from the Headteacher.**