

Grangewood Independent School Emergency Closure Policy

1 Introduction

This policy also includes the Early Years Foundation Stage, as well as our After and Before School Provision.

The Revised EYFS (March 2012) states that "*Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them*".

2 Aims and objectives

- 2.1 The aim of this policy is to ensure the safety and welfare of all the children and staff within the school.
- 2.2 The objective of this policy is to outline how every effort will always be made to keep the school open, but how in exceptional circumstances it may be necessary to close at short notice.

3 Emergency closure

Unexpected closures of the school will only occur in exceptional circumstances when certain conditions apply, usually concerning health and safety.

- 3.1 An emergency closure will be implemented in some of the following circumstances:
 - severe weather conditions;
 - safety issue (e.g. gas leak, burst pipes, flood);
 - loss of utilities (e.g. lack of electricity, heating, water supplies);
 - staffing issues;
 - pandemic flu or any other outbreaks of infectious diseases.
- 3.2 In the event of any of the above incidents requiring the school to close, parents/carers will always be contacted via phone, email, text message and/or the internet and our best efforts will be made to provide all concerned parties with the appropriate advice.
- 3.3 We will inform the relevant authorities of any unexpected closure at the earliest opportunity.

4 Emergency closure during school day/session

On occasion it may be necessary for the school to close during the school day and/or nursery session.

- 4.1 If the closure is due to sickness, all unaffected children and staff will remain in the school until all children can be collected if it is deemed safe to do so.
- 4.2 If the closure is due to an emergency that requires the building to be evacuated, the children will be safely evacuated according to our Fire safety policy (Fire evacuation

procedures) to muster points. If the emergency is likely to take some time the Head teacher (Mrs B. Roberts) may instruct staff to escort children to and supervise children at East Ham Baptist Church (EHBC). Parents/carers will be notified and directed to EHBC to collect their child(ren).

- 4.3 Once the building is evacuated, a member of the school leadership team (SLT) will ensure the relevant authorities/emergency services are advised.
- 4.4 The children will be taken to a place of safety (EHBC) until such time as they can all be collected by parents/carers.
- 4.5 Parents/carers must ensure that they provide the school and setting with up-to-date emergency contact details. It is the parents/carers responsibility to keep the school and setting informed of any changes to emergency contact details.
- 4.6 Emergency contact details will be kept up to date as necessary and held in a suitable accessible and secure place.

5 Monitoring and review

- 5.1 This policy was agreed and implemented on 23rd March 2015 and is due for review May 2017.
- 5.2 There will be on-going monitoring of this policy as some aspects may require amending or updating before the review date should there be any incidents which take place relating to it that give cause for concern.

Signed:



Head teacher:

Date:

21/05/16

Chair of Governors:

Date:

Next Review Date:

May 2017