



Inspiring All to Excellence



*Pride in myself; Pride in my work;
Pride in my school; Pride in my community*

Glascote Academy

Emergency Closure Plan

Document Control

Policy Title	Emergency Closure Plan
Effective Date	Summer 2024
Review Date	Summer 2025
Policy Owner	Michelle Powell
Policy Approver	LGB

Version Control

Version	Date	Amended by	Comments
1	Summer 2021		
2	Summer 2022		
3	Summer 2023		
4	Summer 2024		

Section	Changes Made
1.7 has been removed	“Bubble Closures” removed

Introduction

Emergencies can and do happen; however, a decision to close a school is only taken as a last resort and after conversations between the relevant people who may be the Headteacher, the Chair of Governors, the Site Supervisor, Senior Leaders, Executive Team of Fierté Trust.

EMERGENCIES IN SCHOOL

While it is not possible to plan for every eventuality that might arise, incidents are grouped into three levels:

- Level 1 – Localised Incidents
- Level 2 - Localised Emergencies
- Level 3 - Major Community or National Emergencies

Level 1 - Localised Incident

- **Disruptive to routine but not an immediate threat to life or well-being.**
- An incident that can be dealt with in school and may, at most, require a limited closure of the school to all or named pupils (see below – not exhaustive list)

1.1 Severe weather problems:

In reaching a decision many factors are considered, such as;

- Heating availability and temperature inside school
- Condition of water pipes in school and availability of running water
- Condition of the immediate local roads
- Ensuring the playground and paving around school can have secure, clear pathways to allow safe movement
- Ability of adequate staff numbers to reach school

If school is closed, pupils will be required to access Remote Home Learning via Microsoft Teams.

1.2 Services – power, gas, heating, water cut off/leak

If these services are affected, school may have to close until the problem can be fixed. Entrust services will be contacted and/or appropriate contractors.

1.3 Flooding or other weather damage/fallen trees

Glascote Academy is not built upon flood planes therefore any floods may occur from leaking pipes or extreme weather conditions.

1.4 Vandalism

If vandalism should occur, the Police will be informed with immediate effect. Unless the vandalism has caused disruption to the heating, electric/gas/water supplies or has made any area of the school unsafe, school will remain open. If one year group is affected, they may need to work in the hall until their area is made safe. If more than one year group is affected, the children may have to remain at home and access Remote Home Learning via Microsoft Teams.

1.5 Local industrial action (Taken from DfE document)

In the event of strike action at a school, the Department for Education expects the headteacher to take all reasonable steps to keep the school open for as many pupils as possible. The decision to open, partially open, or close a maintained school is for the headteacher. The decision for academies rests with the academy trust but is usually delegated to the principal. It is best practice for headteachers to consult governors, parents and the Local Authority, academy trust or diocesan representative (where appropriate) before deciding whether to close. Headteachers are entitled to ask staff whether they intend to strike.

Headteachers may ask other teachers to cover the classes of those taking industrial action. Where teachers are employed under the School Teachers' Pay and Conditions Document, however, they cannot be compelled to provide cover for other teachers during industrial action. Cover supervisors, or teachers who are employed wholly or mainly to provide cover and are not taking industrial action themselves, can be directed to provide cover during industrial action by teachers or non-teaching staff. Schools may choose to bring together groups and classes with teachers and support staff working together, as long as pupils' health and safety is ensured. There is no legal requirement to teach the curriculum on strike day.

1.6 ICT failure or disruption

Any IT issues will be forwarded immediately to the Trust IT Manager (RB). Some issue may be solved swiftly remotely. If registers cannot be completed electronically, staff will complete paper lists which will inform snack and lunch. If internet servers are affected meaning that interactive whiteboards cannot be used, Quality First Teaching will not be affected.

Level 2 - Localised Emergency

Localised emergencies may include any unexpected event which is likely to disrupt the normal functioning of the school. These are more likely to be critical incidents involving a real threat of, or actual injury or death, where urgent and significant local authority and other agency support are needed.

Examples:

In School

- A deliberate act of violence, such as the use of a knife, firearm or other weapon/implement
- A pupil or teacher being taken hostage
- The destruction or serious vandalising of part of the school
- Fire
- Gas leak.

Outside School

- The death of a pupil or member of staff through natural causes or accidents
- A transport-related accident involving a large number of pupils and/or members of staff or resulting in death or serious injury
- Civil disturbances and terrorism
- Large clusters of localised human to human viral infection which will trigger concerns of a likely epidemic (e.g. Covid-19)

Level 3 - Major Community or National Emergencies

Major community or National emergencies could have a significant impact on the school. School closure may be necessary dependent on the nature and proximity of the emergency.

Examples:

- A widespread disaster in the community that may put life at risk
- A Flu epidemic or viral infection (e.g. Covid-19) leading to national lockdown

Under such circumstances, schools may be instructed by the Department for Education (DfE) to close to all or the majority of pupils at short notice. Parents and Office staff are to ensure that all contact details are up to date. In the case of any National lockdowns, all pupils who have to remain at home will be expected to access Remote Home Learning via Microsoft Teams.

