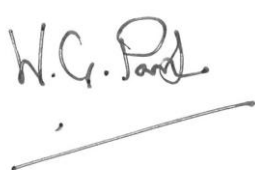


EMERGENCY CLOSURES POLICY

2025 - 2026

(i.e. where it is not possible to give 24 Hours' notice)

Approved by	
Name:	Graham Parkin
Position:	Chair of Governing Body
Signed:	
Date:	23 rd October 2025 (Staffing and Finance Committee)
Review date:	Autumn 2026

REVIEW SHEET

The information in the table below provides details of the earlier versions of this document and brief details of reviews and, where appropriate amendments which have been made to later versions.

Version Number	Version Description	Date of Revision
1	Original rewrite	Sept 21
2	Review	Sept 22
3	Review	Sept 23
4	Annual Review	Sept 24
5	Annual Review	Sept 25

1. General

It will generally be up to the Headteacher, taking into account local conditions and factors, to determine whether or not a school needs to close. Examples of such emergencies might include no heating, no water, no electricity, etc. and you should try to ascertain from the agencies involved e.g. United Utilities, NPower etc. the duration of the fault prior to the decision to close being made. In coming to a decision to close, the health and safety of the children and staff is paramount.

- a. Our local Transport Operators are H&K Travel (07725 246223) if home to school transport is used by any pupil(s) at our school.
- b. Contact at the Westmorland and Furness Council: Kevin Hewitson Direct Line 07788396193 is our Health & Safety. This will ensure that the details of the closure are distributed to the appropriate Departments e.g. Client Services (Catering), Transport Team, Children's Services staff and The Media Team.
- c. Our Chair of Governors is Graham Parkin.
- d. Our School Improvement Services General Advisor is Janet Dixon: 07350 409677

2. Inclement Weather

If for any reason, it is impossible for any teaching or non-teaching staff to reach the school, a cascade system of communication will need to be put into practice to ensure that children are not left at the school by parents who are unaware of the staff situation.

If staff find it impossible to reach their normal place of work because of bad weather but they could safely attend a school closer to their home, they should make contact with that school in order to establish whether or not their services were required, in terms of helping out for the duration of the bad weather.

The cascade system will include the use of Governors, who live close to the school. In the absence of any member of the teaching staff, the Chair of Governors will make his/her way to school at 8.50am to ensure no pupils are left by parents unattended by placing a sign on the school gate, notifying closure. The Headteacher will implement the Cascade system as outlined in the Appendix.

If it is established that the school must close early because of inclement weather conditions, all parents will be contacted as soon as possible. No pupil will be allowed to leave the school premises until it has been established that the parents/carers are aware of the situation and have given permission for the child to either make their way home alone or leave with another parent/carers or in village contact.

There may also be occasions when, because of the nature of the emergency, help is needed from the LA in terms of evacuation of premises, assistance from additional transport operators, catering requirements or medical help. There is a system in place which involves the co-ordination of various organisations to ensure that help for schools is, as far as possible, always available. The Network of organisations includes Children's Services, Emergency Planning, Police, Fire and Rescue Services, Medical Services, etc. If required, press and media calls will also be dealt with centrally.

Emergency situations could include major accidents/incidents/fatalities (whether at school or off-site), fire, flooding, bomb threats etc.

In such cases, Kevin Hewiston 07788 396193 should be contacted during office hours. Outside normal office hours, a 24-hour emergency number exists as follows:

0300 303 1042

Leave your message including a telephone number

A member of the Children's Services Health and Safety Team will then make contact with school as soon as possible.

All staff are aware of the emergency contact numbers.