



ICY AND SNOWY PROCEDURE MARCH 2023

AT THE START OF THE SCHOOL DAY

- Headteacher, in consultation with Senior Staff and, where appropriate the Chair of Governors, will make a decision based on local conditions as to whether it is safe to open the school.
- The decision will be communicated to parents via the VLE and text.
- SKY and Pre-school will be informed by the Headteacher.

REMAINING OPEN

- Once a decision has been made to open the school it will **not close during the day. If the weather becomes more severe, parents will be encouraged to collect their child. School will remain open until all children have been collected.**
- Caretaker will check the playground in the morning and clear pathways into school and to the entrances. Salt will be distributed in high traffic areas.
- Staff will be advised to park either in the village car park or in the layby on Thingwall road so they have easy access home if the weather worsens.
- Children should be encouraged to enter the building using the nearest entrance to avoid unnecessary movement on the playground.
- If the weather becomes severe during the day the Headteacher and Senior staff will make a decision on a time that children can be picked up from. The Admin. Team. will advise parents of the agreed time via the VLE and text.
- Headteacher to advise teaching staff of the time so they can prepare belongings to go home.
- If parents contact the school throughout the day and feel that they would like to collect their child early for safety reasons (i.e. travelling/walking long distances or collecting other children from local schools), they will be allowed to do so.
- If there is a sudden rush of parents picking up their children, parents/carers will be asked to wait in the library/entrance or in the hall if it is not in use.

If children are not in year groups in their classrooms

- The Admin. team will remain in the office with class lists. One will tick the children off as they leave the other will assist in helping the children to their parents as quickly as possible.
- TAs will come to the office at the time advised and start to bring children up to their parents

If children are in their classrooms

- The Admin. Team will provide all teaching staff with a class list.
- The Admin. Team will collect the children from the classrooms and teaching staff will tick the children off as they leave. A member of the Admin. Team will remain in the office to man the phone.
- TAs are to assist in helping the children get changed into outerwear and hand them over to parents.

PRE-SCHOOL

Any parents who have children in pre-school will be advised to pick up those children in pre-school first. A pre-school member of staff will call the school office so that siblings can be taken to pre-school and handed over to parents/carers there.

- As numbers reduce, children should be moved to the hall and as long as there are enough members of staff remaining, staff that have a distance to travel will be encouraged to go home.
- Children will be supervised until a parent/carer is able to collect
- Any parents/carers who have children in pre-school must contact the pre-school directly to arrange the collection of their child.

CLOSING

- LA and local radio stations will be notified, H&S team will be contacted - healthsafetyandresilience@wirral.gov.uk will be contacted via email, and parents will be informed via VLE and text.
- Caretaker and Headteacher remain on site until all staff and children are safe and then the building will be secured

CONTACT DETAILS FOR RADIO STATIONS DFE NUMBER 2224

- RADIO MERSEYSIDE
newsdesk email: radio.merseyside.news@bbc.co.uk;
Call their Newsroom on 0151 708 5500 and quote DfE number.
- RADIO CITY
newsdesk email: 0151 472 6902 or news@radiocity.co.uk
- IF SCHOOL IS CLOSED FOLLOW THE EMERGENCY PLAN AND CONTACT THE WIRRAL COUNCIL PRESS OFFICE: 0151 691 8039

DURING THE SCHOOL DAY

- At playtimes the teacher/midday supervisor on duty, along with the headteacher, will decide if the playground is safe to play on. If it is, the playground may be coned off or the children can be directed away from any icy spots that remain.
- If a large proportion of the playground is icy, some or all of the children will have to stay inside.
- If the playground is in use, additional supervision will be required.

- If the weather is judged by the staff on duty to be too cold, the children will also stay inside for some or the entire break.

If it is snowy, children may be allowed to play on the back field provided that access is not slippery, wellies are worn and there is no snowballing. This will usually be at the end of the school day so children won't have to remain in wet clothes.

Preparation	Who is responsible?
1. School maintains storage of rock salt.	Site Manager/Caretaker
2. School ensures that all necessary equipment is available and checked.	Site Manager/Caretaker
3. School has appropriate storage for rock salt and other equipment.	Site Manager/Caretaker
4. There is a risk assessment in place that is approved by the governing body	Headteacher/Site Manager/Caretaker
4. School has effective procedures in place for ensuring that emergency communication processes can be used (text messaging, website, radio etc)	Headteacher/Admin. Team

1. Risk Identified	Who is responsible?
1. Weather forecasts 2. Local Authority Bulletins	Headteacher/ Site Manager/Caretaker Forwarded to Headteacher and Site Manager by Admin. Team.

Management of Adverse Cold Weather Conditions

Flow Chart for Action

Control measures put in place (Site Manager/Caretaker/ Headteacher/ Office & senior staff). These include gritting, warning to families, assessment of car park, staff travel arrangements, clearing of paths etc.

Risk is managed. School remains stays open.

Risk escalates. Despite control measures being put in place the risk of harm to children and staff escalates. Further risk assessment is required (particularly looking at access points). Headteacher and senior staff decide whether to close school on a temporary basis.

Risk managed but school Closes Temporarily.

Emergency communication processes activated for families, LA and children.

Headteacher and Site manager/Caretaker remain on site until safety of all staff and children is managed and risk assessment undertaken.

Site remains dangerous to the health & safety of children.

Despite continued risk management the risk to the health & safety of staff and children means that the school cannot reopen. Headteacher/Site Manager/Caretaker requests support from LA or contractors.

Risk is managed and removed

Site Manager/Caretaker and Headteacher ensure that site is managed to control risks for next 24 hours. Clearing of paths, management of boiler system, communication to staff and parents.

School remains open the next day

Taken to Safeguarding meeting dated:

Signed Chair of Safeguarding Committee

Date

(Each page must also be initialled)