



The City of Leicester College
A Specialist Business & Enterprise College

Emergency Closure Protocol

	TO BE REVIEWED BY GOVERNORS' LEADERSHIP COMMITTEE
Reviewed in:	January 2017
Governor Name:	Jackie O'Brien
Governor Signature:	
Next Review	January 2019

In the event that the health and well being of staff and/or students is at risk due to unforeseen circumstances, the College or part of the College may need to close.

The most likely reasons for closure or part closure are adverse weather conditions or a health epidemic, sometimes the heating or water facilities can also be a reason for closure.

In adverse weather consideration is given to:

- The ability of staff to get to work in sufficient time and sufficient numbers to maintain appropriate levels of supervision.
- Consideration is given to the safety of students to travel but responsibility lies with parents as students come from different areas.
- Making a decision soon enough to prevent unnecessary travel.
- That the catering staff and deliveries will be able to get to College.
- That the site itself is safe.

BBC Radio Leicester has a dedicated 'snow desk' available from 6.00am to 9.00am when bad weather has been forecast. They will also post up to date information regarding snow closures on their website homepage at www.bbc.co.uk/leicester.

In the case of a health epidemic consideration is given to:

- Advice received from the health agencies
- The number of staff and students affected
- The likelihood of contamination and spread of the illness.
- The ability to maintain a safe ratio of staff to students.

In the case of failure of the facilities on site consideration is given to:

- The impact on health and safety
- The impact on the comfort for staff and students
- Union guidelines for safe working conditions
- The number of areas affected

In all cases, the staff and students well being and safety is weighed against the impact to parents and learning of students in asking some or all students to stay at home.

The Head Teacher will be responsible for making any decision to close the College and will do so in conjunction with other senior staff and relevant agencies. If time permits the Head Teacher will liaise with other local Head Teachers, in particular Crown Hills, Moat and Judgemeadow. St Paul's situation tends to be dictated by the coach companies as so many students travel by private coach.

If the circumstances are such that the need to close is known before the start of the day, every attempt will be made to inform staff, students and parents to prevent wasted travel. The priority will be to inform all parties about the immediate situation.

Having made the decision to close, the staff are informed by a 'snow line' which is a series of telephone calls/texts to cascade the information. This procedure would be utilised for any reason leading to an emergency on the day of the decision not to open.

An email is sent to all staff and students from the Head Teacher.

The local radio stations are informed and requested to pass on the information. The College has a number of contacts and a password to check the authenticity of the call. The website will also be updated with the relevant information by Mrs Modi which can now be done remotely.

A number of staff who are within walking distance to the College will be on site to receive any staff or students that have not received the information and will ensure their safety until such time as they can return home.

The Chair of Governors and LA (Client Services Team) are informed as a matter of courtesy but not as a matter of urgency.

In the event that there is a need for partial closure, priority will be given to the youngest students and those nearest public examinations. Priority would be as follows:

1. Year 7 and Year 11
2. Year 13 and Year 8
3. Year 10 and Year 12
4. Year 9

We will always need to take into consideration any specific issues at that particular time. Should there be a need to consider closure during the day; discussions with the senior team will be held as soon as an issue is known. If the decision has to be made to close early, students are informed in a series of emergency assemblies or tutor sessions. All students are asked to contact their parents if possible by phone - or asked to wait so that we can make contact. Anyone who cannot make contact and arrange a safe place to go will remain in College. The older students are generally released first as they tend to be able to make contact and arrangements with ease. (They have house keys, are more independent etc).

All students are released with a letter form the College, signed by the Head Teacher or one of the Deputies. A text to parents is used to inform them of the early closure.

Staff are released once the students have left or if the reason for closure is adverse weather, staff that have the furthest to travel will be released as soon as possible, without compromising student safety.

It should be recognised that these are principles and protocols which are followed to the best of our ability, given that by the very nature of the decision to close, the situation is unusual and immediate. To close the College is a hugely significant and complicated logistical process, which will be avoided where ever possible.