

## Appendix 6

### Adverse Weather Contingency Plan

School: St Mark's Primary

Session: 2019 / 2020

#### Emergency contact details of staff

<b>Senior Management Team</b>		
Name	Position	Home Telephone Number
Catherine Dillon-Ruddy	Head Teacher	07884160658
Joanne Baker	Acting Depute Head	07944945619
Julie Neil	Principal Teacher	07813019846
Julie Kelly	Acting Principal Teacher	07715371153

<b>Janitors</b>	
Name	Telephone Number
Michael McDonnell	07565354491

#### Emergency details of pupils

<p>It is essential that up-to-date emergency contact details of pupils are readily accessible.</p> <p>These are located: In the emergency box located in the school office.</p>
<p>Date last checked / updated: September 2019</p>

#### Communication – planning ahead

<input checked="" type="checkbox"/>	Parents have been informed about where to find up-to-date information regarding the impact on the school during periods of adverse weather.
<input checked="" type="checkbox"/>	Parents have been informed of the school's procedures.
<input checked="" type="checkbox"/>	Staff know how to maintain communication with the Head Teacher during adverse weather.

**Factors to be included in School Contingency Plans**

- Senior managers and staff know the mechanisms for internal communications should transport be disrupted

The arrangements for staff attendance will depend on individual situations. The Head Teacher recognises the need to safely maintain services during adverse weather conditions, whilst properly discharging a duty of care to her employees. Where conditions allow, staff should be asked to attend and work as normal a day as possible. It is important that school staff be treated equitably. All employees are expected to make every reasonable effort to attend for work, but without compromising their health and safety. Employees should not put themselves at unnecessary risk and in this regard should use their own judgement and give due consideration to severe weather warnings. If an employee decides that it is not feasible or possible to report to work at all, they must inform the Head Teacher as early as possible, and no later than 1 hour after the time they would be expected to start work. Employees should report to an alternative East Renfrewshire School closer to their home, if possible, where the weather conditions have prevented them travelling to their usual place of work.

The Head Teacher will be responsible for local decisions on individual staff requests to leave early as a result of adverse weather, bearing in mind all available information including the travel options, home address and mode of transport of the employee concerned. This necessarily means that those employees, who will not encounter difficulties, and any other essential employees, should remain at work until normal finishing time in order to maintain services.

The Council website ([www.eastrenfrewshire.gov.uk](http://www.eastrenfrewshire.gov.uk)) will provide updates on the impact of adverse weather on Council services as will the Council's Facebook page and Twitter feed. If an employee is looking for specific information that affects them, then they should contact their manager directly. The Head Teacher has ensured staff are aware of the lines of communication.

Where it is impracticable for all members of staff to attend, a nucleus of staff should be at the school during normal working hours to deal with enquiries and maintain contact with the Education Department. At the very least every effort should be made to ensure the presence of a senior member of the school management team and janitorial staff *unless directed otherwise*. It is, however, important that the safety of any individual is not compromised.

If it is not possible for the telephones to be manned or for the school to receive or make telephone calls, telephone numbers at which The Head Teacher or her representative and a member of the janitorial staff can be contacted must be provided to the Education Department.

As part of the school's contingency plan The Head Teacher has ensured that staff who are

not expected to attend or for some reason are prevented from attending, can best be kept in touch with through regular text and phone calls.

The Council website will provide day to day information for staff and parents. Where feasible, staff are expected to report to their nearest East Renfrewshire school if a journey to their normal place of work is totally impracticable or would compromise their personal health and safety.

- Senior managers and staff have a plan for dealing with pupils remaining in school beyond the usual dismissal time and maintaining contact with the Education Department.

Should such a situation arise the Head Teacher will keep the Head of Service (Staff, Parents & Corporate Services) informed in the first instance of the need to detain pupils in the school beyond normal school dismissal time. Sufficient staffing levels would be necessary for the safe supervision of remaining pupils. This scenario would constitute a major emergency response and therefore guided by the Department CRMT and close liaison with Community Health and Care Partnership officers.

The Head Teacher will be advised by the Department CRMT on the actions to be taken regarding keeping pupils and staff in a safe location which had adequate heating, toilet facilities and access to mains drinking water. In a prolonged period extending into the early evening, sustenance will be provided.

The Head Teacher must ensure that the medical needs of individuals is known to key staff and those needs met if it becomes necessary to accommodate pupils and staff overnight.

- In the event of a lengthy closure, outline how pupils can access curriculum work such as through GLOW, SCHOLAR or Wikibuzz. (SQA has detailed contingency plans to deal with disruption to normal procedures should exam diet be affected.)

Information will be provided through the school website and East Renfrewshire's twitter and Facebook. Pupil's have access to GLOW if they have internet access at home

- In the event of a school being partially open the school has a plan for prioritising classes / year groups.

This will be dealt with dependant on circumstances.