



**KITE COLLEGE**

Kent Inclusive Technical Education

# Kite College

## Severe Weather Policy & Procedures

January 2024

Policy Ref:

	Date	Signature
Authorised Principal: Steve Badder/Sarah Miller		
Approved Trustee:		
Next Review Due:		

**This Policy is to be read in conjunction with Kite Snow & Ice Risk Assessment and the relevant KCC Guidance**

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## 1. Planning and preventative action

Adequate provision will be made to keep the College open where possible and closure should always be a last resort based upon the health, safety and welfare of the College staff and individuals in its care.

The College will ensure that –

- Adequate supplies for dealing with snow and ice are kept in stock in advance of the winter season taking hold;
- External areas including fire escapes, stairs and walkways are kept gritted and cleared of snow and ice where possible;
- Site drainage is kept maintained and effective;
- The college heating and ventilation systems are kept well maintained and in working condition so as to maintain a comfortable environment for building occupants;
- The building structure is kept sufficiently maintained so as to provide protection during adverse weather conditions;
- Weather forecasts are regularly checked via The Met Office/Local news outlets;
- Adequate risk assessments are in place and regularly reviewed;
- Suitable provision for communication with staff/students and their carers are in place and effective.

## 2. Decision Making

The Principal, in liaison with senior colleagues and the site manager, will assess the risk to staff and learners, taking account of the following information -

- Advance weather forecasts;
- Weather conditions on the day (key members of staff live very locally and will be able to assess the conditions directly early in the morning);
- Whether public transport is running (see TV and radio);
- Whether local roads, and the main routes along which staff will travel to work, are clear;
- Whether transport is safe to run (Principal by 6.30 am);
- The condition of the college site, (Site Manager will assess and inform principal by 6.30am);
- Staffing levels.

On the basis of a suitable risk assessment having been carried out, the Principal and SLT will decide on one of the following options -

- To open college as normal
- To open college to local learners. (Partial opening)
- To close college to learners but open to staff
- To close college to staff and pupils (full closure)

### 3. If the decision is made to close college

If the decision is made to close all or part of the College, SLT will co-ordinate the following steps -

- Inform parents and carers via group text message by 7am (Principal/Reception).
- Put alert on College website (PA to Principal).
- Let transport providers know (Reception/Resources Manager).

Unless they hear to the contrary, staff should assume that they are expected in college as usual. In the event of a closure staff will be notified by 7am and SLT will co-ordinate their expected work.

In the event of full closure, we will provide –

- Remote learning – sent via email by tutors
- Pastoral wellbeing calls

In the event of a partial closure, we will provide –

- Remote learning – sent via email by tutors
- Pastoral wellbeing calls
- Adjusted on site offer for local pupils ONLY

*Where weather conditions occur or change during the College day –*

Where the decision is taken to close during the college day, this will be made as early as possible to allow all staff and students sufficient chance to get to their normal place of residence.

Staff required to stay on site until the reduction of student numbers is appropriate will be dictated by an assessment of relative risk, e.g. to determine who is at greatest risk to safety, such as those with the longest journeys or disabled staff. Staff who will remain to ensure the safety of pupils will have been identified before any adverse weather event as part of the planning for adverse weather.

### 4. If College is open to any staff or pupils

If College is open to any staff or learners, the site manager will ensure the following -

- Heating and hot water is working and available
- All outside areas are safe- cleared of snow and gritted, particularly the front entrance area and fire exits and staircases.

SLT will ensure that the following is in place -

- There are sufficient staff to take calls from parents and carers;
- Learners can be met from transport as usual, bearing in mind the need for safe moving and handling and support for learners with challenging behaviour and physical disabilities;
- Arrangements are made for the BISTRO as usual;
- Assess the risk of timetabled activities and amend accordingly;
- Employ a temporary timetable in line with safe staffing levels;

- Continually monitor the weather throughout the day and employ dynamic risk assessments where appropriate. Should college need to close early due to deterioration in weather or travel conditions, appropriate arrangements should be made to inform parents and carers before learners are sent home.

## 5. During any period of closure

During any period of closure, the Principal will co-ordinate the following steps -

- liaise with the site manager to ensure that heating is kept running and that every effort is made to clear the site in readiness for reopening;
- monitor weather and travel conditions to inform decision making;
- update information for parents and carers on the website (PA to Principal);
- send a group text alert to staff and parents once it is possible to reopen college.