

## **EMERGENCY CLOSURE**

### **PROCEDURE FOR BIRMINGHAM INDEPENDENT COLLEGE**

- In the event of adverse weather conditions and emergency closure the following procedure will be used if the closure of the college becomes a possibility.
- At 6.00 am the proprietors will make the decision on the need for the college closure, based on the Health and Safety implications for staff and students of the college staying open. The proprietors will telephone the college SLT who will be appraised of the prevailing weather situation in the area closely surrounding the college in order to make the correct decision.
- If a decision to close the college is made, the SLT will telephone all staff between 6.15 am and 6.30 am on the day of closure.
- If college is open all staff are expected to try and make it into work.
- **ALL STAFF WHO LIVE IN BIRMINGHAM AND CAN TRAVEL MUST MAKE THEIR WAY INTO COLLEGE. THEY SHOULD ASSEMBLE IN THE HALL AND WILL BE DIRECTED TOWARDS APPROPRIATE DUTIES.**
- At 6.30 am contact all parents/guardians.
- Any students who do arrive at college should be held in the Hall. No student should be left unsupervised or allowed outside. No student should be sent home unless a parent/guardians has been contacted. Until this time, students must be fully supervised by staff.
- The caretaker will clear the entrance way to ensure that access to the college is safe for students and staff.

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### **PROCEDURE FOR BIRMINGHAM INDEPENDENT COLLEGE**

In the event of adverse weather conditions and emergency closure the following procedure will be used if the closure of the college becomes likely.

6.00 am – Head of College speaks to caretaker and makes an initial assessment on closure based on Health and Safety grounds and guided by Birmingham City Council’s instructions for all schools and education providers in the city.

6.10 am – Head of College speaks to proprietors to discuss arrangements for student supervision and catering.

6.15 am Head of College speaks to all staff.

6.30 am SLT speaks to all parents/guardians to advise of adverse weather closure. Parents/guardians will also be advised that should the closure be in place for more than 2 days the college will revert to remote learning.

On day one of the closure, if possible and safe to do so, staff will make their way into college in order to supervise any students who might arrive.

Any students who arrive in college will be supervised until they are given permission to return home by a parent or guardian. Where practically possible students will undertake lessons as normal or be given independent study work to do, until they leave the premises.

Should the closure continue for more than 2 days BIC will revert to its Remote Education Learning policy.

**Updated: January 2021**

**Next review: January 2022**