

1. Scope

This policy applies to all staff at Expanse Learning. On rare occasions, particularly in winter, the weather can be so severe that getting to and from school becomes hazardous. Really bad weather is disruptive and can cause anxiety and stress. Expanse Learning evaluates the weather conditions and will take practicable and preventative measures to ensure the safety of our students and staff.

2. When the weather is bad

- Please assume that Expanse Learning is open if the website and social media do not announce otherwise.
- Reception is open from 8.30 am until 4:30pm
- If any of training Centres/Schools have to be closed a decision will be made before 7.30am or at the earliest possible convenience.
- In the event of a closure messages will be posted on our website and social media e.g. Facebook.
- All families will be contacted wherever possible by text message about any closures. It is vital we are provided with the correct mobile number – please notify us of any changes. The website will also announce the decision.
- If any students arrive unaware of the closure a member of staff will be here to help.
- Students will be able to phone their parents to decide whether they should return home or wait to be collected.

3. If the weather deteriorates during the day

- Expanse Learning will close only in extreme circumstances.
- Any decision to close any provision will be made by the Senior Leadership Team.
- All families will be notified by text message of any closures (it is vital that we are kept up to date with any changes in the primary contact number).
- The closure may be staggered. Please avoid ringing to enquire if we are closing or to collect your children early. We need to keep the phone lines open to make any necessary arrangements and avoid further disruption to getting the students home. On these occasions' students will be allowed to use their mobile phones to contact parents.
- We will consult with the bus companies before any decision to close is made.
- We will tell students if there are any changes to normal bus routes.
- Students who are usually collected will be allowed to contact home so that they can decide the best way to get home.
- Expanse Learning will be kept open with staff on hand to supervise until the last student has left.
- The Health and Safety of students and staff will be of paramount importance in the decision as whether there will be any closures and how students can safely return home.

4. Monitoring arrangements

This policy will be reviewed every 12 months but can be revised as needed.

Impact of non-compliance for:

Staff:	Disciplinary action, prosecution
Student:	Not applicable
Legislation/organisational:	Reputational damage, litigation, statutory and non-regulated compliance. prosecution
Compliance lead:	Corporate Services (Corporate Services)
Policy Reference:	ELGR-HSW-004
Version:	4
Agreed policy location:	DatabridgeMIS and Company Webpage
Does the policy require Governor approval?	No

Approval

<p>Prepared by Scott Roberts (Assoc. CIPD) 01/09/2020</p>  <p>Head of Corporate Services</p>	<p>Approved by Tony Brown 11/11/2020</p>  <p>CEO</p>	<p>Counter Signatory Richard King 10/09/2020</p>  <p>Director of Schools, Pre 16 Education</p>
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Version Control

Version	Date	Revision	Review Date
1	13/03/2018	First Issue	12/03/2019
2	04/02/2019	Transferred to new template	04/02/2020
3	11/11/2019	Policy reviewed and transferred to 2019/20 policy template. Policy has been made into an organisation wide policy.	10/11/2020
4	11/11/2020	Policy Review	31/08/2021
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