



Extreme Weather: Staff One-Page Summary

What to do during heat, cold, snow, storms or disrupted transport

Staff are not expected to memorise the full pack: use this quick summary, follow the daily briefing, and escalate concerns promptly.

Your first priorities	During heat
- Keep pupils supervised, calm and safe. - Follow the daily SLT briefing and individual pupil plans. - Check pupils who are vulnerable to heat, cold, transport disruption or changes in routine. - Report pupil, staff, site, medical, safeguarding or transport concerns immediately.	- Use cooler rooms, shade, blinds, fans and ventilation where safe. - Increase drinking opportunities where this fits individual plans. - Reduce exertion, outdoor activity, unnecessary movement and trips where needed. - Watch for heat illness, especially in pupils with epilepsy, PMLD, respiratory needs, PEG feeding, dysphagia or communication needs.

Early Closure, Transport and Handover

- Do not send pupils to buses, taxis, collection points or exposed areas until the vehicle, receiving adult and handover arrangement are ready.
- Pupils must wait in a supervised safe area, such as a cool room or shaded area, until called.
- No pupil should leave site early unless the agreed parent/carers communication has been sent and any required direct confirmation has been considered.
- If a family cannot be reached and early arrival may create risk, escalate to the Leadership Team. The pupil should remain safely supervised unless a senior leader confirms another safe arrangement.

Communication and safeguarding	Staff safety and equipment
- Use agreed systems only, such as ParentMail, text, email or website updates. - Record messages sent and tell office/admin if a family may need a direct call. - Use My Concern, Confide, the safeguarding mailbox or the agreed local route for concerns. - Report access problems to the named local contact, such as Cheri, Gail, DSL or office lead.	- Raise genuine health and safety concerns promptly. They will be listened to, recorded where needed, and responded to fairly. - Staff who are pregnant, disabled, medically vulnerable, affected by medication, or concerned about safe travel should speak to their line manager or the agreed contact so reasonable adjustments or temporary arrangements can be considered. - Do not remove fans or cooling equipment from rooms used by vulnerable pupils unless agreed. - Switch off air conditioning when leaving a room unless agreed otherwise. - Water play or cooling activities need active supervision and a quick risk check.

If The Day Changes

- Leadership Team will confirm the decision, reason, timings, communication route and review time.
- Staff should follow the daily briefing about departure arrangements and should not leave pupils unsupervised.
- If transport or handover delays create a staffing or safety concern, escalate to the Leadership Team so cover or another safe arrangement can be agreed.
- No pupil should ever be left unsupervised.
- Record incidents, near misses, communication issues or concerns so leaders can review and improve the system.

If school is closed or attendance is restricted, leaders will confirm whether home learning or remote education is needed. This should be considered where pupils cannot attend school, are well enough to learn, and learning can be made safe, realistic and useful. For pupils with SEND, provision may need to be adapted and may not always mean live online lessons.