

## LAWSON PUBLIC SCHOOL



### Non-Operational School Closure due to adverse weather conditions POLICY

#### **Policy**

This policy outlines the appropriate course of action if Lawson Public School is deemed non-operational due to adverse weather conditions such as snow, bush fires, fire, floods, or a major incident in the vicinity of the school such as a gas leak, power blackout, or other events which may cause a significant impact on the operations of the school.

#### **Rationale**

Lawson Public School will adhere to advice and direction from the Director of Education Leadership, local council and local emergency services.

#### **Purpose**

The purpose of this policy is to ensure that:

- Lawson Public School adheres to the advice and direction from the Director of Education Leadership, local council and local emergency services.
- To manage risks associated with school closure.
- To provide clear guidelines from all stakeholders to follow.
- To keep our students and staff safe.

#### **Responsibility**

The Principal/delegate is to adhere to advice and direction from the Director of Education Leadership, local council and local emergency services.

- The Principal/delegate to follow the Non-Operational School Closure due to adverse weather conditions POLICY

#### *Guidelines for....*

##### **Staff**

- To adhere to instructions given by the Principal or delegate.
- To make reasonable decisions about their safety and wellbeing in regard to safely getting to work. With reference to available information, they should determine whether it is safe or not to travel to their school, or to an alternative school which is accessible.
- Teachers who are unable to attend their own or another school because of floods, snowfall, bushfires or other natural emergencies may be granted family and community service leave.
- LPS staff to manage their class or groups of students as directed by the Principal/delegate.
- Office staff to contact all families via Sentral, facebook and school stream
- To refer to advice from NSW Teachers Federation (Appendix 1.)
- To refer to advice from the Department of Education about staff leave in the case of natural emergencies (Appendix 2.)

- Follow procedures to temporarily cease operations due to an emergency or potential emergency situation Health and Safety Directorate (Appendix 3.)

### **Students**

- Students are to follow the advice and direction of Lawson Public School staff
- LPS staff to coordinate and manage students so they feel safe.
- Students to leave the school safely with their parent/caregiver.

### **Parents and Community Members**

- Parents/carers to adhere to advice and direction from the Principal/delegate and from the Director of Education Leadership, local council and local emergency services.
- Parents/carers to collect their child/ren from LPS in timely manner.

### **Exemptions**

- Exemptions of this policy can only be approved by the Principal and then only in exceptional circumstances.

### **Implementation of this Policy**

- Principal/delegate will discuss this policy with staff to ensure they have a clear understanding of the guidelines and procedures.
- The community will be made aware of this policy through the weekly newsletter, at P&C meetings and the policy will be posted on the school's website.
- The policy will be made clear to all students and their parents seeking enrolment at Lawson Public School.

### **Ratification and Review**

- This policy was developed and ratified by the Lawson PS school staff and community in Term 2 2021
- It will be reviewed when deemed necessary by the school Principal and executive.

### **References**

- NSW Department of Education and Training Policies and Procedures
- Advice from NSW Teachers Federation

### **Appendix**

#### **Appendix 1. Advice from NSW Teachers Federation**

<https://www.nswtf.org.au/pages/advice-school-teachers-unable-to-attend-work-due-to-recent-adverse-weather-conditions>

#### **Appendix 2. Advice from the Department of Education about staff leave in the case of natural emergencies**

<https://education.nsw.gov.au/about-us/careers-at-education/roles-and-locations/roles-at-education/teaching/teachers-handbook/chapter-4-leave/leave-in-the-case-of-natural-emergencies>

#### **Appendix 3. Procedures to temporarily cease operations due to an emergency or potential emergency situation Health and Safety Directorate**

[https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/media/documents/FACT114\\_TEMPCEASINGSCHOOLOPS\\_V2.pdf](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/media/documents/FACT114_TEMPCEASINGSCHOOLOPS_V2.pdf)

#### **Appendix 4. Schools non-operational due to severe weather**

<https://education.nsw.gov.au/news/latest-news/schools-non-operational-due-to-severe-weather>