



## **UTC PLYMOUTH**

### **College Closure Policy**

#### **Introduction**

This policy documents the procedures to be adopted in the case of College closure, including due to severe weather conditions.

There is a duty on Governors and on the City Council to provide an educational service for children and young people. The College will endeavour to keep the College open however in extreme conditions a decision may be made by the Principal to close the College.

In the absence or unavailability of the Principal, the College should ensure that the pre-agreed nominee is familiar with this advice and can act on their behalf.

#### **1. College closure (including extreme weather conditions)**

In the event of College Closure (including extreme weather conditions), the Business Support Manager will liaise with the Civil Protection Unit and the Emergency Services and other Council Departments, to offer advice to the College Emergency Management Team. If this advice is to recommend that Colleges in general close, this will be given out by local radio stations to help parents. Our Website will be updated as soon as possible and parents who have registered an email with us will be informed.

#### **2. Closure assessment criteria**

The Principal, in consultation where practicable with the Chair of Governors, should assess the situation. In their assessment they should take account of:

- (a) The safety and the accessibility of the site and surrounding area
- (b) The availability of heat, light, power and water
- (c) Availability of staff
- (d) Availability of meals

### 3. Communication of decision

The decision of College closure should be taken at an appropriate time, preferably the day before any closure, and should allow for adequate communication of the decision to parents and pupils. Parents should be requested not to telephone the media as this may impede communication between Colleges and the radio station. In the event that weather conditions deteriorate overnight, the Principal will liaise with the Premises Team, to check out the conditions against the above criteria. Once the decision to close the College has been made, the Principal will:

- (a) Complete the proforma and pass this information to the local radio stations, preferably via fax or email. If neither of these options are available to you, please telephone the station with the appropriate information.

BBC Radio Devon – 103.4 FM  
Fax: 01752 234599  
Tel: 01752 229201  
Email: radio.devon@bbc.co.uk

BBC Radio Cornwall – 95.2 FM  
Fax: 01872 240679  
Tel: 01872 257421  
Email: radio.cornwall@bbc.co.uk

Heart – 97.0 FM  
Fax: 01752 275679  
Tel: 01752 275642  
Email: news.plymouth@heart.co.uk

The information includes:

- Name and address of College
- The DFE College code – this is a vital piece of information because the radio stations will not broadcast your message unless they are able to confirm its content and the process for this confirmation is through the use of the DFE College code
- Your name and contact telephone number

· Brief details and the instructions or message that you would like relaying, including, if possible, expected date of reopening

(b) Inform the Business Support Manager so that an up-to-date overview of which Colleges are closed (including those adversely affected by the weather) either partially or fully, is held by the Council

(c) Inform other site users and any pre-arranged visitors

#### 4. For staff

In the event that weather conditions deteriorate overnight please refer to the College website which will show the status of the College.


Website will show updates to parents and staff. Staff emails may also be sent out.

**GREEN** – College is open as normal

**AMBER** – Conditions are not great and staff should contact their line manager if they are unable to get into College safely. Students who live outside the immediate area should consider if it is safe to travel.

**RED** – College is closed do not attempt to come into College. Please continue to monitor the website status.

#### College Closure Form

	Name and Address of College
	UTC Plymouth Park Avenue Plymouth PL1 4RL

<b>DCF College code number</b>	<b>879/4000</b>
<b>Your name and contact number</b>	
<b>Date</b>	
<b>Brief Details of closure</b>	
<b>Expected date of re-opening</b>	
<b>Signature of person completing the form</b>	
<b>Position held within the College</b>	<b>Principal</b>

## Monitoring and Evaluation

The Board of Governors and Principal will monitor the operation and effectiveness of the UTC's Anti-Bullying Policy.

Date created: 6<sup>th</sup> December 2016

Date agreed: 15<sup>th</sup> December 2016

Date of Review: July 2017

#### VERSION CONTROL SHEET

**POLICY NAME: College Closure Policy**

**Policy Prepared by: Julie Rae**

<b>Document date</b>	<b>Filename</b>	<b>Mtg submitted</b>	<b>Summary of changes required</b>
Dec 2016		PHSC	New Policy
June 2019			Reviewed