



Extreme Weather Response Policy and Guidelines

Newborough Primary School



Endorsed By
Date
Next Review

School Board
November 2022
November 2023

Newborough Primary School

Extreme Weather Response Policy and Guidelines

Purpose

This operational policy serves as a guide to provide a safe and comfortable learning, work and recreation environment for students, staff and visitors at Newborough Primary School. This policy and guidelines may not cover every possible scenario, however, the principles behind this policy and guidelines should be considered in response to any extreme weather event. The Principal or delegated school leader is responsible for making decisions on the schools' response and communicating this to staff, students and parents when appropriate.

Extreme Weather Event Definition

The term Extreme Weather Event covers a broad range of scenarios from wet weather that may include rain, showers, hail, wind, lightning and thunder etc. It also includes extremely hot weather that may comprise heat, sun, lightning and storms, hot winds, cyclone etc.

Rationale

Newborough Primary School aims to create a safe learning and work environment during extreme weather events to:

- Minimise the health and safety risks for students, staff and visitors during extreme weather events
- Where practicable and safe make normal play outside a priority during recess and lunch
- Provide a comfortable learning, work and recreation place for all at school during extreme weather events
- Ensure staff get an equitable break when students are in home classrooms
- Provide students with a range of activities during recess and lunchtime during extreme weather calls
- As conditions improve allow outside play. This may be with restrictions to areas (For example strong wind may require the Nature Playground to close as there are large trees, when showers are imminent close Nature Playground and Hazlitt Field.)
- Minimise movement that exposes the school community to the dangers of the weather event including Sport and PE, between specialist classes, canteen, toilets etc.
- Communicate this Policy and Guidelines to the school community to ensure understanding and that procedures are enacted quickly and safely

Policy Statement

- a) The Principal or delegated school leader is responsible for making decisions on the schools' response and communicating this to staff, students and visitors as appropriate.
- b) Newborough Primary School's Extreme Weather Response Policy and Guidelines has been developed by the Principal in consultation with Staff, the School Board and endorsed by the Board to commence a trial period of one year (Review November 2023).

- c) Students return to home classrooms where they are in familiar safe, air-conditioned rooms.
- d) Allow students, staff and visitors opportunity to go to the toilet, canteen etc when safe to do so.
- e) The Principal will inform staff, parents and students about any changes to the school's response to this Extreme Weather Policy and Procedures.

Procedure

Principal/Delegate

- Considers conditions, safety, staff availability, extent
- Declares and extreme weather event
- Communicates to staff, students (and parents if appropriate)

In most circumstances

- ❖ Students return to their home classroom with their class teacher
- ❖ Administration/Specialist Teachers/ Practice Teachers/Education Assistants, not allocated to a classroom, ensure staff in classrooms are offered an equitable break – usually coordinated by the Principal/Delegate who declares the extreme weather event
- ❖ Home teacher supervises their students:
 - Negotiate a range of activities to do in the classroom. This may include games, activities, class catch up work, projects, activities, reading, discussions, some screen time (Interactive whiteboard, devices), eating morning tea/lunch and so on
 - Options may include the class going to the Library, Undercover Area or joining in with another class. Seek safe opportunity and check with Principal/Admin if uncertain

Note: Home teachers should:

- Be mindful about the use of screen time and over repetitiveness of the same activities each time
- Provide a range and choice of activities is important. This will vary considerably from class to class given age, interests, time, space and availability
- Keep good order by minimising noise and unruly behaviour, assist with timely tidying up and preparation for transition back to formal class instruction time
- Monitor movement to the toilet, canteen, office etc, so as to minimises time outside the room but allowing these important functions
- As appropriate class teachers communicate with parents about the type of activities and options students have available

Legislation

The following legislation applies to this policy.

- School Education Act 1999, sections 128 (d), 140 (d) and 123.
- School Education Regulations 2000, Regulations 33 to 36.
- Occupational Health and Safety Act 1996.
- Work Health and Safety Policy 2022.
- Incident Management on Department of Education Sites Policy Dec 2020
- Student Behaviour in Public Schools Procedures April 2016
- Students Online in Public Schools Policy and Procedures March 2019
- School Education Act Employees' (Teachers and Administrators) General Agreement 2022
- Teachers (Public Sector Primary and Secondary) Education Award 1993