

# School Closure and Restriction Policy & Procedure



## Purpose

The purpose of this policy and procedure is to provide clear information about decision making and processes to close or restrict the school due to events, which may affect the safe and effective operation of the school.

## Policy

The Alice Springs Steiner School is committed to:

- Providing a safe learning and working environment for all members of the school community,
- Mitigating risks responsibly, and
- Making timely and responsible decisions about the school closure or restriction

With this in mind, the school may make a decision to close the school or to restrict operations at the school. Any decision in this regard will be made on a day-to-day basis.

\*Note that restriction to school attendance may be imposed in particular relation to health issues and illness in the event of a major health event (flu or whooping cough outbreak for example). Restriction to school attendance for individuals may be imposed with particular regard to symptoms and exposure.

Wherever possible, decisions about school closure/restriction will be made the day before, however this is not always possible due to the unpredictable nature of weather events etc. Decisions may need to be made at short notice, depending on the event.

## Procedure

The Principal will monitor weather conditions and predictions on a daily basis, including weekends. The Principal will also monitor other emergency services as appropriate (e.g. NT Health Department)

The Principal will monitor Government alerts and Public Health advice as well as staffing levels in the event of spread of illness.

Should conditions create risk, which may require school closure or restriction; the following steps will be taken:

1. The Principal consults with appropriate staff and outside agencies, which may include the Senior Teachers, the Site Manager, the NT Emergency Services, other local schools, the Police.
2. The Principal makes a decision to close or restrict the school.

**The Principal:**

1. Notifies the Chair of the Board.
2. Notifies local media if appropriate to do so.
3. Notifies the Leadership Teams.
4. Send an email to all staff notifying them of school closure or restriction.
5. Monitors and coordinates staff absences (with Relief) in the case of restriction.

**The Office Staff:**

1. Sends an email message to all parents notifying them of closure or restriction
2. Notifies the bus companies of any restriction/closure

**The Principal:**

1. Puts a notice of closure/restriction on the school website and Facebook page.

**The Site Manager:**

1. Monitors conditions and, when safe to do so, inspects site.
2. Advises Principal in relation to any damage to the school site and safe return to school.

**Parents/Guardians:**

1. Monitor school, emails, school website or Facebook page for messages in relation to possible closure/restriction.
2. Check with the bus company where appropriate to confirm service.
3. Provide supervision for children where appropriate.

Decisions are made on a daily basis and the above procedure applies to each subsequent day of closure or restriction.