



## Dean Barwick Primary School

### **In the event of an Emergency Closure at Dean Barwick Primary School 2020-2021**

Witherslack, Grange-over-Sands, Cumbria LA11 6RS  
Head Teacher: Paul Macfarlane SENCO: Helen Fothergill  
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'Emergency' is defined as a serious, unexpected, and/or dangerous situation requiring immediate action. This may be a situation which has the potential to affect any member/s of the school community. An emergency situation can result in implementation of school's lockdown procedures or a closure of the school site. Lockdown procedures are outlined in the Invacuation, Lockdown and Evacuation Policy.

1. The Headteacher is made aware of an emergency situation and after consultation with the Chair of Governors takes the decision on closing school. The Chair of Governors is kept aware of the situation and the decision to close. Closure may also occur under direction from Cumbria County Council.

Decision making responsibility in the absence of the Headteacher:

Helen Fothergill —————> Katie Marston —————> Maisie Masterman

2. The Headteacher (or staff member above) implements the snowball. If this decision is made within school hours the office will place a notice on the school Facebook page and begin phoning parents using the snowball list – starting with parents furthest away from school. Out of school hours all members of staff will follow the procedures laid out in the snowball. The notice of closure is updated on the Portal.
3. Staff will remain on-site until all pupils have been collected. If necessary and if safe to do this may be reduced to 2 members of staff. No member of staff will be left alone on-site with a pupil or on their own.
4. All members of staff and parents will be kept informed of when school will reopen, this will be posted on the school Facebook site on. The school website may also be used and if necessary the snowball system will be implemented again to contact parents by telephone to inform them that school will be reopening.

Signed Paul Macfarlane (Headteacher) June 2021

Signed Pauline Mort (Chair of Governors) June 2021