

Provision Closures Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Owner: DH/WCF/KBT/CAS

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
September 2017	September 2018	January 2019	2	January 20
		October 2020	3	October 2021
	GRK Review	January 2022		
	GRW Review	January 2022		
	GR6 Review	January 2022		
	Overall Review	January 2022	4	January 2023
	Overall Review	January 2023	5	January 2024
	Overall Review	January 2024	6	January 2025
		January 2025	7	January 2026
		January 2027	8	January 2027

In the case of extreme weather conditions or any other emergency that requires a provision closure, a decision whether or not to close the physical provision and move to virtual provision will be taken as early as possible. The Head of Provision, along with senior members of staff, will make a decision to close the provision by 7:30am to allow enough time for Transport (and their operators) and parents to be informed prior to commencing their journey to the provision. In the event of disruption caused by heavy snow the prime concern of the provision must always be the safety of the students and staff. Each provision closure is logged on a daily basis after reassessment of conditions of the site and the surrounding area and the supervision of students. The decision to close the provision is a serious one. Our main consideration will always be the health and safety of our children and staff.

Procedures for Emergency Provision Closure

Once a decision has been made to close the provision and move to virtual provision the following actions will take place:

Informing Transport

The Provision Manager will contact Transport (including each relevant Operator) to inform them that transport will be cancelled and the duration of the closure (if known). If the period of closure is unknown they will be informed that the provision is closed for the whole day and that they will be contacted prior to the start of the next provision day (following a reassessment of the site and conditions).

In the event of a closure before the start of the provision day the Provision Manager will contact the Local Authority Transport Team directly who in response will contact the taxi companies who will inform the parents whose children travel by their taxi. For children who travel on public transport and via parents please see 'Informing Parents' below.

Informing Parents

The Provision Manager will contact parents via email, and the Senior Leadership Team (SLT) will contact parents via phone call to inform them that the provision will be closed and the duration of the closure (if known). If the period of closure is unknown they will be informed that the provision is closed for the whole day and that they will be contacted prior to the start of the next provision day (following a reassessment of the site and conditions).

Should parents wish to make contact with the provision, they should do so via email on the general provision email address.

Social Media

The provision closure will be announced on the Home page and in the Students' Area under the Communications section on the Provision website.

This will be updated when the provision is reopened.

We will also update our Instagram channels. If this situation is prolonged then the Provisions will ensure there are relevant daily social media updates.

Emergency closures within a provision day

If the provision has to be closed during the provision day, the provision will begin the following procedures:

- Parents will initially be contacted by a group text to ensure that the message is received as soon as possible. (Parents must ensure they have given the provision office an up to date mobile telephone number at all times)
- Transport will be informed and asked to contact their transport operators to see what the earliest collection can be. The provision will be informed of this.
- If any parents or transport operators are unable to collect students at an earlier time, it may be necessary to organise alternative travel arrangements (i.e. The Green Room bus).

On such occasions, our main aim is to ensure the safety of the children on the provision site whilst waiting to be collected.

Moving to Virtual Provision

In the event of a closure, The Green Room Provisions are able to immediately adapt to an online provision. It will be the responsibility of the Head of Provision to alert all students and give instructions on how to join the virtual provision that day.

If the provision closure is for a sustained period of time, The Green Room Provisions will provide students with their own Chromebook as soon as they begin a program of remote learning. These Chromebook laptops will be delivered if they are not already at home, if it is safe to do so. Students then have access to the GSuite, which includes Google Meet and dedicated Google Classrooms for each subject.

This policy is approved by the CEO of The Green Room Foundation

Date _____

CEO/ _____