

Millom School Closure Protocol

The safety and welfare of our students and staff is our absolute priorities. In the event of extreme weather, severe utility failure, or other critical incidents requiring an emergency closure, the following protocol will be enacted:

1. Timely Decision-Making

- **Early Assessment:** The decision to close the school will be made as early as possible where overnight conditions dictate, or as soon as an emergency arises during the school day.
- **Key Considerations:** Local travel conditions – including traffic and weather, advice from the Local Authority and transport operators, on-site safety (heating, water, structural integrity), and staff ability to travel safely.

2. Immediate Communication Channels

As soon as a closure decision is confirmed, messages are pushed out simultaneously through the following channels:

- **Direct SMS / Email:** An automated text message and email will be sent to all primary contacts registered on our system.
- **School Website:** Information will appear at the top of the site with full details.
- **Social Media:** Official school social media channels will be updated to maximize reach across the community.
- **Transport Operators:** Local bus companies will be notified directly so they can adjust or halt school routes and inform drivers.

3. On-Site Staffing & Foot Traveller Protocol

- **Gate Supervision:** Designated available staff members will be stationed at the main school gates during the usual arrival window to inform students arriving by foot. Staff will check whether students are able to return home safely.
- **On site provision:** Any student who cannot immediately return home safely will be accommodated in a designated safe area.
- **Station Sweep:** Designated staff will visit and sweep the local railway station to check for students who may be stranded or unaware of the closure – where students are unable to return home they will be escorted to a designated safe area.

- **Contacting Families:** Staff will supervise these students, provide welfare support, and actively contact parents/carers to secure a safe, confirmed return journey before any child returns home.

Mr S J Kelly