

College Closure Procedure (Snow)

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December 2023

Review Cycle: 36 Months

1. Overview

The snow procedure herein details the steps taken in the event of snow that may affect opening of College campus/es in addition to the general readiness actions following the forecast of snow and general readiness during winter.

The procedure is designed to address the situation of overnight snowfall. Should snowfall occur during normal College operating hours, operational decisions would be made at the time commencing from step 4 of the procedure and for the following day, following on from step 3.

Appendices to this procedure must not be shared more widely than SLT and named roles in the 'On Notice' list (Appendix 4).

2. Proactive Actions During Winter Months

2.1. Alternative Learning Opportunities

Assistant Principals will ensure, throughout the winter months, that learning opportunity is still available through suitable 'Snow Ready' learning activities across all areas. This can be achieved by a variety of means but should include a variety of worthwhile learning activities supporting learners overall programme of study.

2.2. Student Awareness of Process and Notification Channels

Curriculum Colleagues and Internal Communication Channels (MyDay Banners/Digital Screens) will be used to ensure that learners are aware of where to go for Campus closure notification (Website) and the 'expected' timings of information being released (by 07:15).

3. Forecast Snow: Actions to be undertaken

- 3.1. **The Head of Estates and Risk Management** with the input of local Estates Managers and Assistant Estates Managers will obtain up to date weather forecasts and information from local authorities, which along with local input, will provide a proactive 'trigger point' for expected weather closures prior to the event for all campuses.
- 3.2. If significant snow is expected at any campus, then the Head of Estates and Risk Management or deputy will notify the Deputy Chief Executive of the need for relevant parties to be placed 'on notice'.
- 3.3. **Deputy Chief Executive** will share 'on notice' state to SLT and relevant managers (Appendix 4) in order for them to be prepared for further communication from 06:15 the following morning.
- 3.4. **Vice Principal Information and Learning Resources** will publish MyDay banners prompting students to check the website for possible snow closure updates the next morning.
- 3.5. **Curriculum Assistant Principals** to liaise with their Heads of Curriculum to ensure relevant steps have been taken for any affected trips planned

for the day(s) in question and to ask them to remind their staff to ensure that students are aware of the need to check the College's website for updates.

- 3.6. Curriculum colleagues remind students to check website for information the following morning.

4. Initial Notification Following Significant Snowfall – by 06:15

For Dartford, Gravesend and Tonbridge Campuses, the Estates Staff will advise the Head of Estates and Risk Management, who will evaluate the situation based on the information provided. For Hadlow, the Vice Principal Curriculum (Hadlow) will be advised by relevant teams including Greenwich Equine, Hadlow Residential, Estates and Farm and Yard Managers.

5. Notification of the Deputy Chief Executive – by 06:20

The Head of Estates and Risk Management and the Vice Principal Curriculum (Hadlow) will both contact the Deputy Chief Executive to provide an update of the situation and recommendation.

6. Notification of the Chief Executive and Executive Principal – by 06:30

Deputy Chief Executive notifies Chief Executive and Executive Principal of recommendation regarding closures/non closures.

7. Actions Taken by Chief Executive and Executive Principal – by 06:40

The Chief Executive will decide whether:

- 7.1. the College will remain open;
- 7.2. if some campuses/satellite sites will close; or
- 7.3. if all campuses will close.

8. Information to be cascaded

The Chief Executive will inform SLT and Head of Estates and Risk Management and Head of Marketing and Communications of the decision:

9. SLT and Relevant Manager Responsibilities and Actions

9.1. Director of IT

The Director of IT or in their absence the IT Manager will arrange for an email to be sent to all relevant staff/ students to advise them of the situation.

9.2. Vice Principal Curriculum (Hadlow)

As this site accommodates residential students and staff as well as animals/livestock, it cannot completely close. The Vice Principal Curriculum (Hadlow) or in their absence the Assistant Principal for Hadlow,

will need to liaise with the Head of Estates and Risk Management to advise of: any contractors/suppliers/staff/students who need to access the site; see Appendix 2 for student duties;

- 9.2.1. locations around the site that will need to be accessed by the above- mentioned; and
- 9.2.2. the walkways/paths/roads/car parks that will need to be suitably gritted.

9.3. Head of Marketing and Communications

Head of Marketing and Communications (or in their absence the Vice Principal Information and Learning Resources) will ensure that:

- 9.3.1. an appropriate notice is posted on the College's Website and all social media;
- 9.3.2. Kent County Council are notified; and
- 9.3.3. BBC Radio Kent, Heart FM and KMFM radio stations are all notified.

Once all actions have been completed, the Head of Marketing and Communications (or in their absence the Vice Principal Information and Learning Resources) will confirm this to the Chief Executive.

9.4. Head of Estates and Risk Management.

Head of Estates and Risk Management will inform Estates Managers and Assistant Estates Managers who will ensure that all suppliers/contractors are notified that the College/relevant Campus/satellite site is/are closed.

For a full list of people to be contacted, please see Appendix 2.

9.5. Curriculum Assistant Principals

Curriculum Assistant Principals to ensure Curriculum Areas have remote/online/alternative learning and assessment opportunities in place for learners scheduled for lessons that day.

9.6. Actions carried out by all named SLT and Manager within section 9 of this procedure

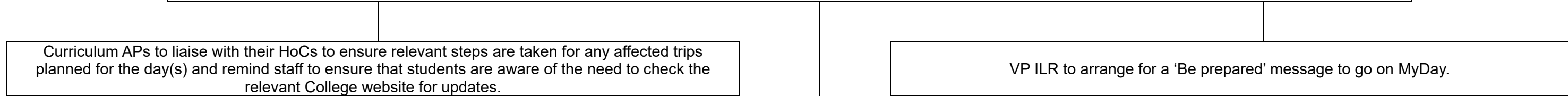
Once all actions have been completed, the relevant SLT member or relevant Manager named within Section 7 of this procedure will confirm successful completion of their stage to the Deputy Chief Executive and the Chief Executive and Executive Principal.

Flow Chart for Snow Closure Process

APs to ensure that “snow ready” learning activities are available during the winter months across their all Department and students are aware of the need to check the College’s website if snow falls.

Head of Estates and Risk Management to monitor weather forecasts and advise the Deputy Chief Executive if significant snow is forecast

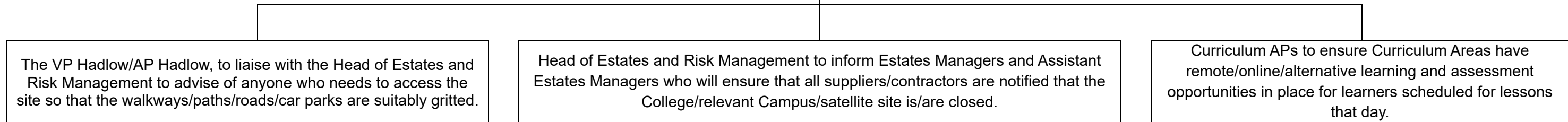
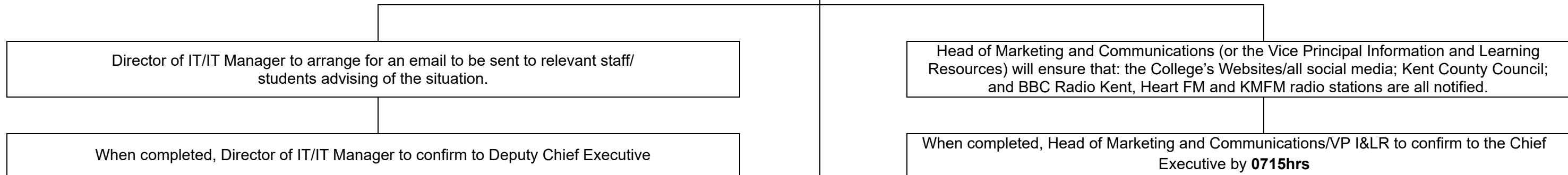
Deputy Chief Executive will then advise SLT and relevant managers to prepare for further communication from 0615hrs the following morning.



The Head of Estates and Risk Management and the Vice Principal Curriculum (Hadlow) will both contact the Deputy Chief Executive to provide an update of the situation and recommendation by **0620hrs**

Deputy Chief Executive notifies Chief Executive by **0630hrs** of recommendation(s) regarding closures/non closures.

By **0640hrs** the Chief Executive will decide whether the College will remain open; if some campuses/satellite sites will close; or if all campuses will close and will inform: SLT, Head of Estates and Risk Management; and Head of Marketing and Communications of the decision.



Once all actions have been completed, the relevant SLT member or relevant Manager named within Section 7 of the procedure to confirm successful completion of their stage to the Deputy Chief Executive and the Chief Executive and Executive Principal.