

Unavoidable School Closures

Guidelines

Please contact: Liaison & Compliance Team, County Hall, Preston, Lancashire, PR1 0LD

Telephone: (01772) 531555

Email: lct@lancashire.gov.uk



Contents

1.	<u>Background</u>	Page 1
2.	<u>Statutory Requirements</u>	Page 1
3.	<u>Legal Position</u>	Page 1
4.	<u>What the Headteacher Should Do</u>	Page 2
5.	<u>Possible Reasons for Closure</u>	Page 3 -5
	- <u>Premises Related Issues</u>	Page 3
	- <u>Environmental Health Issues</u>	Pages 3 and 4
	- <u>Emergencies</u>	Page 4
	- <u>Personnel Issues</u>	Page 5
	- <u>Unplanned Events</u>	Page 5
6.	<u>Positive Alternatives to Closure</u>	Page 5
7.	<u>What is not an unavoidable closure</u>	Page 6
8.	<u>Immediate Action Following a Decision to Close.....Who to Inform?</u>	Pages 7 and 8
9.	<u>Method of Notification</u>	Page 8
10.	<u>Arrange Necessary Follow Up Action</u>	Pages 8 and 9
<u>Appendix A</u>	Contact Points	
<u>Appendix B</u>	Notification of Unavoidable Closure Form NUC/1 (Revised November 2018)	
<u>Appendix C</u>	Notice Board Information	
<u>Appendix D</u>	Guidelines on Staffing in the Event of an Unavoidable School Closure	
<u>Appendix E</u>	Guidance on the Notification and Recording of Unavoidable Closures via the Schools Portal	
<u>Appendix F</u>	Public Health England Norovirus Advice and Guidance to Schools	
<u>Appendix G</u>	Useful Website Links	

Unavoidable School Closures Guidelines

1. Background

These guidelines set out the statutory requirements for school sessions and provides advice to schools on the issues that should be considered when, in exceptional circumstances, it may be necessary to close a school for a temporary period.

When considering if a school should close temporarily, the Department for Education (DfE) have asked Local Authorities to emphasise to schools that they should endeavour to open their premises and provide a full curriculum, or failing this, that they should provide care for children to enable parents to go to work.

2. Statutory Requirements

Governing Bodies and Headteachers are reminded that the [School Standards and Framework Act 1998](#) and the associated Regulations ([The Education \(School Day and School Year \(England\) Regulations 1999 \(No 3181\)](#)) require that schools should meet for not less than 380 sessions (190 days) for pupils.

This is particularly relevant for schools that are used by [Local Election Contacts](#) as polling stations. When such schools are setting their staff training days they should ensure that each election date(s) coincides with one of the five INSET days. In the event of an unplanned election, schools should seek to rearrange a training day. A whole, or partial, closure of the school **should only be considered on an exceptional basis**, if all five training dates have already been spent and no dates can be rescheduled. Schools should particularly note DfE advice which indicates that closing a Local Authority maintained school to enable refurbishment or relocation would not constitute an unavoidable cause for closure. Consequently building projects should be planned to avoid such an eventuality.

3. The Legal Position

There are some exceptional and emergency circumstances that may arise when it is necessary to temporarily close the whole or part of a school. The decision to close should not be taken lightly. However, in view of the nature of unplanned and unexpected events, a decision based on a site specific risk assessment, may be required to be taken on the day of the closure.

[The School Standards and Framework Act 1998, Section 38](#), provides that the conduct of the school shall be under the direction of the Governing Body and that the Headteacher is responsible for the management of the school. Therefore, the decision to close rests with the Headteacher and Governing Body, but schools **must** consider the Lancashire County Council guidance and **should** liaise with the Local Authority (and for denominational schools, the appropriate [Diocesan/Church Authority](#)).

4. What the Headteacher should do.....

The Headteacher must establish the nature of the problem. Whatever the reason for an unavoidable closure, the Headteacher should consult as quickly as possible with the:

- a) Chair of Governors (or in his/her absence the Vice Chair of Governors),
- b) appropriate County Council Officer (or [Liaison and Compliance Officer](#)) and
- c) [Diocesan/Church Authority representative](#) (for denominational schools).

Advice should be sought to ascertain whether the problem can be resolved, thus avoiding any closure, or to ensure that any closure is as brief as possible. The use of one or more training days to ensure continuity of educational provision should be considered.

A decision to close the school (either as a full or partial closure) lies with the Headteacher **following a site specific risk assessment**. However, the decision to close must take into account Lancashire County Council's guidelines and the decision to close should only be taken following consultation with the relevant parties unless, owing to the emergency nature of the situation or for any other compelling reason, such an agreement cannot be secured. If after due consideration the school is deemed to be unfit to receive pupils, then it would clearly not be possible for the school to meet as intended. Assuming the Headteacher has acted reasonably, this should not place the Headteacher, Governing Body or the Local Authority in any breach of their obligations.

It is strongly recommended that the Headteacher and Governing Body agree a school policy and arrangements for the management of unavoidable closures. Schools should particularly note the further guidance on staffing issues as given in [Appendix D](#). Schools should also consider possible arrangements for providing suitable programmes of work for pupils during periods of unavoidable closure. **However, where there is any doubt concerning the health and safety of pupils and staff, then the Headteacher should err on the side of caution.**

Major Incidents

In the event of a major incident (pandemic, bomb alerts, fires, death of a pupil etc), the Local Authority has emergency planning officers that are available 24/7. The contact numbers are as follows and are also provided in [Appendix A](#).

Customer Access Service

Monday to Friday 8am to 5pm

Tel: 0300 123 6720

Emergency Duty Team (EDT)

Monday to Friday 5pm to 8am

Saturday and Sunday (24 hours)

Tel: 0300 123 6722

5. Possible Reasons for Closure

It is not the purpose of these guidelines to give a full and comprehensive list of possible reasons for closure, but they fall into the following main and sometimes inter-related categories:

Premises Related Issues

Issue	Contacts/Comments
<ul style="list-style-type: none"> Breakdown of major equipment (e.g. boiler) Fire Flood Major damage Vandalism 	Community/ Voluntary Controlled (VC) Schools Contact BECON Service . Voluntary Aided (VA)/ Foundation Schools Contact the school's architect or building surveyor and BECON Service . In the case of church schools, contact the Diocesan/Church Authority Officer .
Safety (e.g. asbestos, gas leak, oil spillage)	Contact the Health, Safety & Quality Business Services Team .
Failure of utilities (water, electricity or gas)	The Headteacher should contact the appropriate service provider directly.

Environmental Health Issues

Issue	Contacts/Comments
<ul style="list-style-type: none"> Pandemics Epidemics 	<p>Specific guidance on pandemics is available from the links provided in Appendix G. Schools should be aware that if the reason for closure relates to a pandemic, there is a requirement on Local Authorities to provide information to the Government on a daily basis. This information is then collated to show the position nationally. Schools will be required to inform the Local Authority if they plan to close or partially close as a consequence of a pandemic (including the relevant closure and re-opening dates) and to provide information on the number of pupils/staff clinically diagnosed with 'flu (if known) at the time of the decision to close..</p> <p>Success in controlling outbreaks of infectious disease depends upon early recognition and prompt action. In most cases of common childhood infections, the Headteacher will need to ensure that the child stays away from school and be vigilant of further cases occurring. However, if more pupils than would normally be expected are absent from school with suspected or confirmed infections, particularly food poisoning,</p>

<ul style="list-style-type: none"> • Infestations 	<p>meningitis, hepatitis, scabies, measles, dysentery or with diarrhoea, vomiting or 'flu like illness, the Public Health England and the Environmental Health Department of the Borough/City/District Council should be informed. Only in exceptional circumstances would they recommend closure of the school. The Guidance for Managing outbreaks of diarrhoea (Appendix F) and vomiting in schools and nurseries may be helpful.</p> <p>In the case of infestations, contact the appropriate Environmental Health department.</p>
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Emergencies

Issue	Contacts/Comments
Extreme/ adverse weather	Where there is a danger to the pupils /staff at school, or in journeys to and from school, it may be necessary to close the school for the whole or part of the day.
<ul style="list-style-type: none"> • Bomb alert • Police action • Emergency Planning 	Directives may be given for schools to close, for example by the police, where there is imminent risk, for example, bomb alert, terrorist action, civil disturbance, chemical leak or spillage. <u>Schools must ensure that they have a clear evacuation procedure that is known and understood by all staff, pupils and visitors.</u> Directives may also be given under the Emergency Planning arrangements for alternative use of the school premises.
Death of a pupil on the school site.	In the case of the death of a pupil on site, please refer to the LA's specific guidance .
Health and Safety	If there are any other health and safety problems where the Headteacher feels it may be necessary to close the whole or part of the school, contact the corporate Health, Safety & Quality Business Services Team .

Personnel Issues

Issue	Contacts/Comments
Excessive staff absence. Industrial action.	These are exceptional circumstances for the school to close, where the safety of pupils is jeopardised if sufficient supply cover cannot be obtained.
Funeral of staff member, pupil or governor.	In the case of a funeral for a member of staff, pupil or governor this is not normally viewed as a reason for closure. The Authority recommends that there is representation from the school at the funeral, but the closure of the whole school would not be appropriate.
Post accident/incident trauma	Assistance from the Critical Incident Support Team may be useful.

Unplanned Events

Issue	Contacts/Comments
Council, General and European elections.	<p>The 'Representation of the People Act 2000' regulates such matters, for example, requirements to close all or part of the school, use of separate entrances etc. For details of whether your school is required as a polling station please contact the Local Election Contact based in your City/District/Borough Council.</p> <p>The use of school premises for predictable or pre-programmed elections is not to be regarded as an acceptable reason for an unavoidable closure. The dates of elections should be built into the staff training (INSET) days.</p>

6. Possible Alternatives to Closure

- (a) Are there any reasonable alternatives to a closure? For example:
- partial closure of a Key Stage,
 - the availability of alternative accommodation (e.g. in the church hall or another local school).
- (b) Can the [Liaison and Compliance Officer](#) and [Diocesan/Church Authorities](#) assist? For example:
- Alternative accommodation.
 - Pastoral/ counselling support from the [Diocesan/Church Authority](#) or the [Critical Incident Support Team](#).
 - [Lancashire Well-being Programme](#)
 - The provision of transport.
 - The provision of additional catering.

7. What are not Unavoidable School Closures?

a) Staff Training Days (INSET)

Unavoidable closures cannot be used to increase the number of staff training days. The number of training days are laid down by statute and therefore an amendment of the [Education \(School Day and School Year\) \(England\) Regulations 1999](#) would be required.

b) Academic Review Days or Target Review Days or Pupil Planning Days

Schools that hold an academic review day during school hours and count this day towards the required 190 days may be in breach of the [Education \(School Day and School Year\) \(England\) Regulations 1999](#) and [The Education \(Pupil Registration\) \(England\) Regulations 2006](#).

c) Phased entries of Reception and Year 7 Pupils

The phased entry of reception pupils in primary schools and Year 7 pupils in secondary schools may be in breach of the [Education \(School Day and School Year\) \(England\) Regulations 1999](#) and [Pupil Registration Regulations 2006](#), as the school has reduced the number of available teaching sessions.

The school attendance and pupil registration regulations and guidelines are available on the DfE website via the following links:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/f00221879/school-attendance>

Copies of The Education (Pupil Registration) (England) Regulations 2006 (together with associated amendments in 2010 and 2011) and the School Day and Year Regulations are available via the following links:

[Pupil Registration Regulations 2006](#)

[The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)

[The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)

[School Day & Year Regulations \(England\) 1999](#)

d) Closures for School Refurbishments, relocations or change of Status

The DfE has advised that planning to close a Local Authority maintained school to enable a refurbishment or relocation would not constitute an unavoidable cause for closure and consequently building projects should be planned to avoid such an eventuality.

8. Immediate Action following a Decision to Close

Who to Inform?

Following consultation (including, whenever possible, consultation with the Chair/Vice Chair of Governors), the Headteacher should inform (as appropriate) those listed below of the decision to close and the length of closure. If the closure lasts for longer than 24 hours, the Authority ([Liaison and Compliance Officer](#)) should be given the updated position on a daily basis.

Contact	Issue(s) for Consideration
Liaison and Compliance Officer .	In event of closure, the Liaison and Compliance Officer must be notified immediately and wherever possible before 10:00 am . If the closure lasts for longer than 24 hours, the school should inform the Liaison and Compliance Officer of their circumstances on a daily basis.
Staff (See Appendix D for further information on staffing issues)	<ul style="list-style-type: none"> • Communication, if unable to attend the school. • Required to report to school? • And/or undertake appropriate alternative duties? • Or report to their nearest school/other venue? (this must be pre-planned) • Leave of absence.
Parents/Carers and Pupils	<p>Where an enforced closure occurs on the day the Headteacher must ensure that adequate arrangements are made for the pupils to travel home safely and that adults are at home to receive them. This will require co-ordination by telephone/text to parents/ carers/ grandparents/ other relatives/ childminders/ friends etc.</p> <p>In some cases it may be necessary for the Headteacher to make alternative arrangements for pupils who are unable to return home, e.g. nearby school, church hall, etc. In some circumstances for schools to consider possible arrangements for providing suitable programmes of work for pupils.</p> <p>Where schools are aware of circumstances in which they have to declare an unavoidable closure in advance of the date in question, they should endeavour to notify parents/carers of this via letter, newsletter, by text message (e.g. group call) or telephone at the earliest opportunity. This should assist parents/carers to make alternative childcare provision."</p> <p>For further advice, Headteachers should talk to the Liaison and Compliance Officer (or their Diocesan Officer, as appropriate).</p>

Diocesan/Church Authorities	Church Schools should keep the relevant Diocesan/Church Authority informed. Contact should also be made with the relevant Diocesan/Church Authority Officer where there are specific building issues.
Home to School/SEN Transport	To co-ordinate arrangements for pupils to travel home safely, should home-to-school transport be required.
Catering Provider	Children in receipt of a free school meal should receive a meal or a packed lunch.
Police	Contact the local police station for their information.
School Support Services	(If applicable) Cancel or rearrange any peripatetic teaching sessions, swimming, pre-arranged visits, school crossing patrols, etc.
Capital Strategy & Programme Management Team	If alternative accommodation is required, schools should initially contact the Capital Strategy & Programme Management Team

9. Method of Notification

Listed below are some possible options that may be used to notify those concerned of the closure:

- Local radio
- Text messaging service
- School website
- Telephone (this may be via a 'chain' system.)
- Letter
- Emails
- Notice on school gates
- Television
- Local Press
- Church notices
- Group Call Messenger

10. Arrange Necessary Follow up Action

a) Attendance and Registration

Please refer to the pupil attendance regulations via the link provided below:-

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/f00221879/school-attendance> and in respect of staffing [Appendix D](#).

b) Complete Form NUC/1 (Revised May 2018)

Form [NUC/1](#) should be completed and include the reason for the closure; the year groups and number of pupils affected: if staff remained in attendance and

consultation with the relevant bodies. Once completed, the form should be returned as soon as practicable to [Liaison and Compliance Officer](#) at County Hall.

This can be:

- via the Schools' Portal (**please see [Appendix E](#) for details**).
Note: the unavoidable closure facility on the portal calendar should only be used to notify the Authority of a closure and not that a school has re-opened on the day on which this occurs. Such an entry would misleadingly appear as a closure on the system. All entries made on the calendar transfer automatically onto the LCC website for general display,
- by e-mail,
- in hard format.

c) Formal Report to Governing Body

The Headteacher/Chair of Governors should ensure that the closure is reported at the next full meeting of the Governing Body. In receiving the report on the closure, the Governing Body should ensure that:

- The circumstances giving rise to closure have been resolved.
- Arrangements made by the school in the event of unavoidable closures are reasonable and satisfactory in respect of pupils, parents/ carers, staff and the school community as a whole.
- Steps have been taken to fulfil the requirements relating to the attendance of staff and pupils at the school in the academic year.

Please refer to:

- the pupil attendance regulations and
- <http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/f00221879/school-attendance>
- guidelines on staffing in the event of a closure [Appendix D](#).

Contact Points for Unavoidable School Closures

Emergency Contacts:

Local Authority Emergency Contacts

In the event of a major incident, the contact telephone numbers for the designated Local Authority Emergency Officers (24 hours cover) are set out below and **can be used by schools in all districts**:

Customer Access Service

Monday to Friday 8am to 5pm

Tel: 0300 123 6720

Emergency Duty Team (EDT)

Monday to Friday 5pm to 8am

Saturday and Sunday (24 hours)

Tel: 0300 123 6722

Critical Incident Support Team (CIST)

Please note: In the first instance schools should always contact their area SEND office. They will be asked to provide brief details and a member of the Educational Psychology team will be in touch promptly.

CIPFA CONTACTS
North Area SEND Office contact: 01524 581200
Louise Blacklidge Landline: 01282 470119 Mobile: 07554 438110
East Area SEND Office contact: 01254 220553
Jawad Shah Landline: 01772 531597 Mobile: 07770 644774
South Area SEND Office contact: 01772 533231
David Middleton Landline: 01524 581168 Mobile: 07855 512766

If it is not possible to contact a CIPFA contact from the area team or another area,

the area SEND office will contact:

Frances Parker

Principal Educational Psychologist

01772 530676

Notification of Closures:

Liaison and Compliance Officer

Liaison and Compliance Officer lct@lancashire.gov.uk	Tel: 01772 531555
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Building Related Contacts:

BECON Service

BECON Service 8am to 5pm (after which time the call will divert to a District Surveyor)	0300 123 6783
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Design & Construction Service

Design & construction team 9-5pm Duty Surveyor Desk 24hr	01772 538015 01772 533931
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Transport Contacts:

Home to School Transport

Public Transport	Jacqueline Day jacqueline.day@lancashire.gov.uk Andrew Glover andrew.glover@lancashire.gov.uk	Tel: 01772 534565 Tel: 01772 533527
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SEN/Social Care Transport

Integrated Transport Services (North Area) (covering Lancaster and Morecambe) itslanastermorecambe@lancashire.gov.uk	Tel: 01524 581260	Tel: 01524 425902
Integrated Transport Services (North Area) (covering Fylde and Wyre) itsfyledewyre@lancashire.gov.uk	Tel: 01772 537290 07:30-17:00	Tel: 01772 685504
Integrated Transport Services (South Area) (covering Preston and South Ribble) itsprestonouthribble@lancashire.gov.uk	Tel: 01772 705055	Tel: 01772 705055
Integrated Transport Services (South Area) (covering West Lancashire and Chorley) itschorleywestlancs@lancashire.gov.uk	Tel: 01695 587420	Tel: 01695 587420
Integrated Transport Services (East Area) itseast@lancashire.gov.uk	Tel: 01282 831858	Tel: 01282 831858

Further LCC Contacts:

Miscellaneous Contacts

(Please also refer to 'My School Contacts' on the Schools' Portal)

School Attendance Service schoolattendance@lancashire.gov.uk		Tel: 01772 531263
Music Service	Marilyn Wilson marilyn.wilson@lancashire.gov.uk msinstruments@lancashire.gov.uk	Tel: 01257 517116
School Crossing Patrol	Jackie Brindle jackie.brindle@lancashire.gov.uk	Tel: 01772 534616
	Geoff Purcell geoff.purcell@lancashire.gov.uk	Tel: 01772 646810
Legal & Democratic Services	Legal Education Advice Line	Tel: 01772 530849
Francesca Winrow, Media Manager francesca.winrow@lancashire.gov.uk		Tel: 01772 535933
Insurance Contacts: rdf.riskandinsurance@lancashire.gov.uk		Team mailbox
Lancashire County Council Main Switchboard		Tel: 0300 123 6701
Customer Service Highways Line (For all winter service related enquiries)		Tel: 0300 123 6780

Health, Safety and Quality Team

Health, Safety & Quality Team	Health, Safety & Quality Business Services Team health.safety@lancashire.gov.uk	General Enquiries: 01772 538877 (office hours 8am to 4pm)
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Governor Services

Clerking Services		
North Area	Val Morris val.morris@lancashire.gov.uk	Tel: 01524 581185
South Area	Helen Parkinson helen.parkinson2@lancashire.gov.uk	Tel: 01257 516143
East Area	Judy Haydock judy.haydock@lancashire.gov.uk	Tel: 01254 220503
Governor Training and Development	lpds@lancashire.gov.uk	Tel: 01257 516100

Form NUC/1

Appendix B (Revised November 2018)

Human Resources Service Centre

Ask HR:

askhr@lancashire.gov.uk

Telephone: 01772 535355

Ask HR Schools:

askhrschools@lancashire.gov.uk

Telephone: 01772 535353

Winter Weather Contacts

Grit Supplies

LCC highways and Countryside Enquiries

Lancashire.gov.uk/winter

Tel: 0300 123 6780

Equipment/Manpower

Countywide Highways	Ridwan Musa ridwan.musa@lancashire.gov.uk	Tel: 01772 538500
	Kirstie Williams Kirstie.williams@lancashire.gov.uk	
	Gary Petherbridge Gary.Petherbridge@lancashire.gov.uk	

External Contacts:

Diocesan/Church Authority Education Officers

Church of England Diocesan Officers

Blackburn	Mr Stephen Whittaker stephen.whittaker@blackburn.anglican.org	Tel: 01254 503404
Leeds	Mr Richard Noake richard.noake@leeds.anglican.org	Tel: 0113 2000 540
Liverpool	Stuart Harrison stuart.harrison@liverpool.anglican.org	Tel: 0151 705 2147
Manchester	Deborah Smith deborahsmith@manchester.anglican.org	Tel: 0161 828 1436 Fax: 0161 828 1484

Form NUC/1

Appendix B (Revised November 2018)

Catholic Diocesan Officers

Lancaster	Canon Luiz Ruscillo luiz.ruscillo@lancasterrcdiocese.org.uk	Tel: 01524 841190 Fax: 01524 846258
Leeds	Mrs Angela Cox angela.cox@dioceseofleeds.org.uk	Tel: 07803 147629
Liverpool		Tel: 0151 522 1071 Fax: 0151 522 1082
Salford	Mr Simon Smith simon.smith@dioceseofsalford.org.uk education@dioceseofsalford.org.uk	Tel: 0161 817 2204 Fax: 0161 372 9991

Methodist Church including the United Reformed Church

Rev Paul Davis paul.davis@methodist.org.uk	Tel: 01772 721527
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Borough, City and District Councils

Environmental Health Departments

Authority	Officer Contact	Telephone Number
Burnley Borough Council	Mrs K Davies Environmental Health & Licensing Manager	Tel: 01282 425011
Chorley Borough Council	Laura-Jean Taylor Regulatory Services Manager laura-jean.taylor@chorley.gov.uk Lesley Miller Environmental Health Officer lesley.miller@chorley.gov.uk	Tel: 01257 515151
Fylde Borough Council	Mr C Hambly Environmental Services Manager chris.hambly@fylde.gov.uk	Tel: 01253 658422
Hyndburn Borough Council	Mr C Haraben Deputy Head of Environmental Services craig.haraben@hyndburnbc.gov.uk	Tel: 01254 356200
Lancaster City Council	Environmental Health Administrative Team: environmentalhealth@lancaster.gov.uk	Tel: 01524 582935
	24 Hour Duty Emergency Incident Officer	Tel: 01524 67099
Pendle Borough Council	Ms J Whittaker Housing Health & Economic Development Service Manager julie.whittaker@pendle.gov.uk	Tel: 01282 661038
Preston City Council	Mr C Sharp Chief Environmental Health Officer c.sharp@preston.gov.uk	Tel: 01772 906301 Fax: 01772 906313
Ribble Valley Borough Council	Heather Barton Head of Environmental Health Services Heather.barton@ribblevalley.gov.uk	Tel: 01200 414466 Fax: 01200 414487
Rossendale Borough Council	Mr Joseph Egan Environmental Health Officer JosephEgan@rossendalebc.gov.uk	Tel: 01706 238636
South Ribble Borough Council	Laura-Jean Taylor Regulatory Services Manager laura-jean.taylor@chorley.gov.uk	Tel: 01772 421491 Fax: 01772 625329

Form NUC/1

Appendix B (Revised November 2018)

	Ms J Mullin Director of Neighbourhoods and Development	
West Lancashire Borough Council	Mr Paul Charlson Commercial Safety & Licensing Manager EnvHealth.Admin@westlancs.gov.uk	Tel: 01695 585246 Fax: 01695 585126
Wyre Borough Council	Mr N Greenwood Head of Environmental Health & Community Safety neil.greenwood@wyre.gov.uk	Tel: 01253 887410

Borough, City and District Councils

Local Election Contacts

Authority	Officer Contact	Telephone Number
Burnley Borough Council	Alison Stirling astirling@burnley.gov.uk	Tel: 01282 477261
Chorley Borough Council	Joanne Turner from Christmas 2019 joanne.turner@chorley.gov.uk	Tel: 01257 515129
Fylde Borough Council	Hazel McNicoll hazel.mcnicoll@fylde.gov.uk	Tel: 01253 658516
Hyndburn Borough Council	Karina Bilham karina.bilham@hyndburnbc.gov.uk	Tel: 01254 380132
Lancaster City Council	Lisa Vines lvines@lancaster.gov.uk	Tel: 01524 582070
Pendle Borough Council	Gillian Turpin gillian.turpin@pendle.gov.uk	Tel: 01282 661919
Preston City Council	Claire Standring c.standring@preston.gov.uk	Tel: 01772 906115
Ribble Valley Borough Council	Jane Horsfield jane.horsfield@ribblevalley.gov.uk	Tel: 01200 414411
Rossendale Borough Council	Linda Harling lindaharling@rossendalebc.gov.uk	Tel: 01706 252445
South Ribble Borough Council	Joanne Bentham jbentham@southribble.gov.uk	Tel: 01772 625390
West Lancashire Borough Council	Tom Lynan thomas.lynan@westlancs.gov.uk	Tel: 01695 585013
Wyre Borough Council	Joanne Porter joanne.porter@wyre.gov.uk	Tel: 01253 887503

Public Health England

Public Health England North West Cumbria & Lancashire Office clhpt@phe.gov.uk	Tel: 0344 225 0562 Option 2
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Notification of Unavoidable Closures

School Name:	
School Number:	

A. Details of Closure

Date(s)	am *	pm *	Year Groups(s) Affected	Number of Pupils Affected

* Please complete as follows: C = whole school closure P = part school closure

Reason(s) For Closure (please tick as many boxes that apply)

1.	Adverse weather		12.	No electricity	
2.	Bomb alert		13.	No heating	
3.	Breakdown of Equipment		14.	No water	
4.	Contractual delays		15.	Other	
5.	Environmental Health		16.	Pandemic *	
6.	Excessive staff absence		17.	Police Action	
7.	Fire		18.	Post accident/incident trauma	
8.	Flood		19.	Safety	
9.	Funeral		20.	Structural Damage	
10.	Industrial action		21.	Unplanned event	
11.	Vandalism				

Schools should provide brief details, in the text box below, regarding the reasons to close; the arrangements put in place to notify parents/carers; the arrangements for providing suitable programmes of work for pupils during the period of closure and the steps taken to re-open the school as soon as possible:

*** In cases where the reason for closure is a pandemic, please can you also indicate how many pupils and staff have been affected.**

B. Staff

Form NUC/1

Appendix B (Revised November 2018)

Were all staff in attendance?

Yes

☐

No

☐

If 'NO', did those who did not attend undertake alternative duties

Yes

☐

No

☐

Did any staff attend at an agreed alternative school/venue?

Yes

☐

No

☐

If 'YES' please supply the details below:

C. Consultation about the decision to close

Please indicate who you consulted (please tick as many boxes that apply)

Chair/ Vice Chair of Governors

☐

Liaison & Compliance Team

☐

CYP Emergency Planning Officer(s)

☐

Public Health England

☐

Diocesan/Church Authorities Officer

☐

Police/ Fire and Rescue Service

☐

Health, Safety & Wellbeing Team

☐

Property Group Area Officer

☐

Clerk of Works

☐

Architect/ Building Surveyor

☐

Other(s)

D. Report to the Governing Body

Date to be reported to the Governing Body:

Headteacher's Signature:

Date:

Please return this form to:

Liaison and Compliance Officer

Room 2:27, County Hall

Preston, PR1 0LD

Tel: 01772 531555

Email: lct@lancashire.gov.uk

Or please complete the form electronically via the Schools' Portal, using the 'My School Calendar Option', see [Appendix E](#) of the Unavoidable School Closure Guidance document for further details.

Arrangements for Unavoidable School Closures

Action Required by the Headteacher or Senior Staff Member:

1. Consult with the Chair/Vice-Chair of Governors, Liaison and Compliance Officer and Diocesan/Church Authority contact (where appropriate)
2. Inform Liaison and Compliance Officer before 10:00 am where possible by:
Telephone: (01772) 531555
E-mail: lct@lancashire.gov.uk
3. Telephone local radio station with:
School Name, District Number, School Number, DfE Number and password*. State the name of the caller and contact phone number.
4. Contact all staff including any peripatetic/supply staff.
5. Contact all parents and carers.
6. Contact all transport and catering providers.
7. Place notice on school gate if appropriate.
8. Complete Form [NUC/1](#) (revised February 2018). The NUC/1 form can be completed via the Schools Portal (Please see [Appendix E](#) for further information)
9. If unavoidable closure is to continue for longer than 24 hours, contact the Liaison and Compliance Officer on a daily basis with a status report.
10. If the reason for closure is a pandemic, the Authority is required to be notified of the school's re-opening.

Radio Station	Telephone Number	Frequency
BBC Radio Lancashire	Main switchboard: 01254 262411. News desk: 01254 841011	95.5 FM, 103.9 FM 104.5 FM, 855 MW, 1557MW
Ribble FM	01200 407373 (studio@ribblefm.com) or Station Manager lee@ribblefm.com	106.7FM
Beyond Radio (Morecambe and Lancaster)	Call: 01524 888 450 Email: studio@beyondradio.co.uk Text: 07399 08 55 08	103.5FM, 107.5FM and DAB Digital Radio
Radio Leyland (Leyland and Surrounding Areas)	Email: leylandcommunityradio@gmail.com	104.8FM
Mighty Radio (Southport and Surrounding Areas)	Call: 01704 32 1079 Text: 88440* Start your text with the word: Mighty Email: studio@mightyradio.co.uk	107.9FM

***Please note that the password was issued to Headteachers under separate cover.**

Guidelines on Staffing in the Event of an Unavoidable School Closure

Staff

The Headteacher and Governing Body should, as part of their agreed strategy for the management of unavoidable school closures, ensure that there are clear arrangements for staff in respect of communication, reporting and attendance for duty. The following should be considered as part of the school policy/arrangements.

Communication

- (a) communication with staff in the event of an unavoidable closure;
- (b) arrangements for staff to communicate with the school when they are unable to attend or it is unsafe to travel due, for example, to severe weather conditions.

Alternative Duties

There is an expectation that staff make every effort to attend school. If this is not possible, the following arrangements should be considered as part of the school policy:

- (a) Alternative duties (appropriate to the Employees Conditions of Service) to be undertaken at home or at another venue if staff are unable to attend or if the school is closed.
- (b) Arrangements for staff to attend another school or venue near to their home, where necessary, if they are unable to attend or it is unsafe to travel. These must be pre-planned and co-ordinated by school management. Arrangements must be made with the alternative school in advance so that the staff concerned are known to the alternative school; otherwise, they should not report to an alternative school. In the interests of safety, the alternative school is advised not to accept an unknown person where no such pre-planned arrangements have been made.
- (c) Where staff undertake alternative duties or attend an agreed alternative school/venue they should be considered to have attended for duty and are entitled to be paid.
(Note - staff salaries for such alternative duties in another school would be met from the member of staff's own school's budget.)
- (d) In the circumstances where staff do not attend and do not undertake alternative duties, this should be treated as leave of absence with or without pay, and Headteachers/Governing Bodies will need to make a determination on this matter. Absences should be recorded (with or without pay) on the Oracle system.

Guidance on the Notification and Recording of Unavoidable Closures via the Schools' Portal

Schools are able to notify the Liaison and Compliance Officer (LCT) of their unavoidable closure(s) via the school calendar facility on the Schools' Portal. **NOTE** the unavoidable closure facility on the portal calendar should only be used to notify of a closure, not that a school has re-opened on the day on which this occurs. Such an entry would misleadingly appear as a closure on the system. All entries made on the calendar transfer automatically onto the LCC website for general display.

Step 1

To access this option, please login and access '**Our School Area**' from the main menu on the left hand side of the screen.

Select '**My School Calendar**'.

Our School Area

Our School Area is a new feature which brings all personal/school specific information into one area making it easier to manage. The same restrictions apply to My School Folder, Online Admissions, PAMIS and Employee Services Online (you will still need to log into this system as it contains personal information).

We hope you like this new development and welcome your feedback - please use the "feedback" link at the bottom of the page to let us know your views.

My School Folder
You currently have 59 unread items in your school folder of which 21 are course confirmation letters
[Click here to access My School Folder.](#)

My School Contacts
A collection of contacts for Lancashire County Council services relevant to your school.
[Click here to view your school contacts.](#)

My Online Admissions
Applying to my school
Applying from my school
Secondary school offers to current year six pupils

My Traded Services
To access your Traded Services, [click here](#)

My School Buildings
PAMIS - Property Asset Management Information System
A place where you can view information about your building including: floor plans, surveys, images of the building and energy club. (Please note that the level of detail your Head teacher and Bursar can see is not shared with other schools - they will see only a limited menu).
To view your school buildings, [Click here](#)

Employee Self-Service Portal
Here you can view payslips, claim your expenses, manage absences in school, change your bank details and access e-learning etc.
Please note that the amount of information viewable depends on the hierarchy within your school, for example, only limited staff will be able to manage school absences.
To access your Employee Self-Service Portal, [click here](#)

School Emergency Contacts
Please maintain the contact details for your school's keyholders.
To maintain your emergency contacts [Click here.](#)

My School Calendar
A public version of your school's calendar. It shows your holiday dates and you can add dates like your INSET days, sports days, educational visits and parents evenings. You can also view the calendars of other schools.
To view your school calendar, [Click here](#)

[Click to return to Document Contents Page](#)

Step 2

Select '**Unavoidable Closures**'.

Step 3

Click '**Insert Closure**' to add new closure. Once a closure has been entered the following buttons will become operative and should be clicked onto:-

'**Update**' to add further detail

and

'**View**', should you wish to view your closure details

School Calendar

Links Page

Maintain Calendar

Unavoidable Closures

School Sessions

View Calendar

User Guide

Contact us

Logout

Unavoidable Closures

District: School No:

◀ 2012/2013 ▶

Select a record below (by clicking on the appropriate entry) and click on one of the following option buttons: **Insert** Update View Send

Once a new unavoidable closure has been inserted you should select it from the list of entries below (by clicking on the appropriate entry) and then click the Send button in order that the Liaison and Compliance Team be alerted about it. You will then see the status of the closure change to SENT.

Unavoidable Closures Dates

Start Date	Total Days	Reasons	Status
------------	------------	---------	--------

Guidance on Unavoidable Closures can be found on the Lancashire County Council web site.

Step 4

Whichever option is chosen, an electronic version of the NUC1 form will be displayed. When inserting details of a closure, please ensure that each section contains an appropriate entry. Failure to do so will result in you being unable to save the information that has been input. When you are satisfied that the form is complete, press **'Preview'** at the bottom of this screen.

Insert Unavoidable Closure

District: School No:

2012/2013

A. Details of Closure

Date(s) of Closure (give details below, continue in text box if necessary)

Date	School Days	AM	PM	Number of Pupils Affected	Year Group
<input type="text"/>	<input type="text"/>	Whole School Closure <input type="button" value="v"/>	Whole School Closure <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Whole School Closure <input type="button" value="v"/>	Whole School Closure <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Whole School Closure <input type="button" value="v"/>	Whole School Closure <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>

Reason(s) for Closure (Please tick as many boxes that apply)

☐ Adverse Weather ☐ Bomb Alert ☐ Breakdown of equipment ☐ Contractual Delays ☐ Environmental Health ☐ Excessive Staff Absence ☐ Fire ☐ Flood ☐ Flu Pandemic* ☐
☐ Funeral ☐ Industrial action ☐ Moving premises ☐ No Electricity ☐ No Heating ☐ No Water ☐ Other* ☐ Police Action ☐ Post accident/incident trauma ☐ Safety ☐
☐ Structural Damage ☐ Unplanned event ☐ Vandalism ☐

* please give details

(where closure is due to Flu Pandemic, indicate the number of pupils and staff who have been clinically diagnosed with the condition)

B. Staff

Were all staff in attendance? ☐ Yes ☒ No

If NO, did those who did not attend undertake alternative duties? ☐ Yes ☒ No

C. Consultation about the decision to close

Please indicate who you consulted (please tick as many boxes that apply)

☐ Area Officer (Property Group) ☐ Area Personnel Team Leader ☐ Chairman/Vice Chairman of Governors ☐ Clerk of Works ☐ Committee and Office Services ☐
☐ Diocesan/Church Authorities Officer ☐ Health Protection Agency ☐ Health and Safety Officer ☐ Liaison and Compliance Team ☐ Police ☐ School Adviser ☐
☐ School Architect/Building Surveyor ☐ Service Manager ☐

Other(s)

D. Reports to the Governing Body

Date to be reported to the Governing Body Meeting

The data you enter will appear on the internet for the general information of all who access it. The Liaison and Compliance Team reserve the right to edit the information displayed where appropriate. Click the **Preview** button to see how this closure will be displayed on the public website.

Step 5

This will provide you with a preview of the entry as it will view on the LCC website.

Once you are content with these details you should click on the **'Save'** button. **Please note that the Liaison and Compliance Officer reserves the right to edit the information displayed as appropriate.**

Insert Unavoidable Closure

District: School No: 2012/2013

Preview of Public Website Entry(s) for this Closure

This closure has not been saved yet. This is how it will appear on the public website. Please check it and click the **Save** button to save the closure, or the **Back** button to go back to editing it.

Entry for Tuesday 01/01/2013

School	Reasons	Comments
	Adverse Weather, Snow	AM: 6 - Whole School Closure PM: 6 - Whole School Closure

[Back](#) [Save](#)

Step 6

In order to **ensure that the necessary notification message will be relayed to the Liaison and Compliance Officer to advise them of the closure it is important that you remember to send the message using the 'Send' button available, see below.**

Before you do this you should ensure that the closure you wish to notify the Liaison and Compliance Team about is highlighted by clicking on it.

Unavoidable Closures

District: School No: ◀ 2012/2013 ▶

Select a record below (by clicking on the appropriate entry) and click on one of the following option buttons.

[Insert](#) [Update](#) [View](#) [Send](#)

Once a new unavoidable closure has been inserted you should select it from the list of entries below (by clicking on the appropriate entry) and then click the **Send** button in order that the Liaison and Compliance Team be alerted about it. You will then see the status of the closure change to **SENT**.

Unavoidable Closures Dates

Start Date	Total Days	Reasons	Status
01/01/2013	1	Adverse Weather	NEW - NOT YET SENT

Guidance on Unavoidable Closures can be found on the Lancashire County Council web site.

[Click to return to Document Contents Page](#)



Public Health
England

Protecting and improving the nation's health

PHE North West
Cumbria & Lancashire Team
Floor C,
Lancashire County Council,
P O Box 100, County Hall,
Preston PR1 0LD
T +44 (0)344 225 0562
F +44 (0)1772 251 789
www.gov.uk/phe
clhpt@phe.gov.uk

TO: All Schools in Cumbria & Lancashire

October 2016

Dear Colleague

NOROVIRUS SEASON

We are writing to highlight that we are beginning to experience the seasonal increase in outbreaks of diarrhoea and vomiting caused by norovirus ("norovirus season"). In recent years we have seen an increasing number of norovirus outbreaks and these cause considerable difficulties throughout the community. We are therefore writing to ask for your assistance and to remind you of the importance of being vigilant for diarrhoea and vomiting (D&V) episodes/outbreaks.

We need your help with preventing and controlling outbreaks in schools

Early recognition of diarrhoea and/or vomiting outbreaks in schools is vital so that effective control measures can be put in place. Thorough hand washing with liquid soap and water, environmental cleaning and prompt exclusion of affected children or staff, are vital infection control measures during an outbreak of D&V within a school. Children or staff with D&V should not return to school until they have been **symptom free for 48 hours**.

An information leaflet about norovirus is enclosed with this letter. If you have any queries, or need advice during a diarrhoea and/or vomiting outbreak, please do not hesitate to call the Cumbria & Lancashire Health Protection Team on 0344 225 0562 opt 2.

Yours sincerely

Dr Nicola Schinaia
Consultant in Health Protection



Stop the spread of the Winter Vomiting 'bug' (Norovirus)

Help prevent more illness

- * Wash your hands frequently using warm water and a liquid soap, especially after using the toilet and before eating or preparing foods
- * When you have washed your hands dry them thoroughly with a paper towel
- * Wash your hands before and after touching your mouth, and coughing or sneezing into your hands
- * Discard or flush away vomit and/or stool and wash hands
- * Make sure that the toilet and toilet area, flush handles, taps and door handles are always kept clean
- * Cover vomit immediately with paper towelling to prevent spread of the virus and report contaminated areas/ surfaces to domestic or facilities staff
- * Symptomatic staff must stay off work until they have been free from all symptoms for 48 hours
- * Patients must inform staff if they have been in contact with people with diarrhoea and/or vomiting in last 72 hours





Public Health
England

NOROVIRUS

An information leaflet for health and social care staff

What is Norovirus?

Norovirus, also called small round structured virus (SRSV) or Norwalk-like virus (NLV), is a common source of gastro-enteritis.

The illness caused is often known as 'winter vomiting disease'. Although it is true that there is an increase in winter months, unfortunately, cases do occur in all seasons.

The illness characteristically starts with the sudden onset of severe and dramatic vomiting. This can occur with such force that it is termed 'projectile'. Some people also develop diarrhoea.

In general the symptoms usually last for about 24 – 48 hours after which the person feels lethargic/'washed out' for a day or so.

There are no long-term affects of norovirus infection and, even in the frail or elderly, most people will make a full recovery within 48 hours.

Antibiotic treatment has no effect upon norovirus infection.

Norovirus is **highly infectious** and may be caught:

- By direct contact with an infected person especially their vomit or diarrhoea e.g. being close to a person when they vomit or when cleaning up after them.
- from food that has been prepared by someone with the virus
- From food contaminated by virus from someone with symptoms e.g. fruit at a bedside.
- From food that was contaminated at source, such as oysters, from sewage polluted sea.
- Via flat surfaces that have been contaminated with virus after someone has vomited in the vicinity, as the virus can survive in the environment for some time, possibly days.
- By breathing in and swallowing the virus that is in the air around someone who has just vomited, or from a person who is incubating norovirus infection.
- Once a person has been exposed to the virus if they get infected it usually takes between 12 and 48 hours for them to become ill.
- Norovirus is not caught from animals.

Looking after someone who is ill with norovirus

The person who is ill with norovirus should stay at home and not go to work, school etc. until they have been **completely free from symptoms for 48 hours** (this includes nausea).

Drinking fluids should be encouraged, especially in children and elderly people to prevent dehydration.

To control the spread of the virus, good hand hygiene, cleanliness of the environment and good food hygiene are essential.

Hand Hygiene

Everyone should regularly wash & dry their hands especially:

Before:

- preparing or serving food
- eating meals

After:

- contact with a sick person and their surroundings i.e. sick room, bedding, clothing & equipment
- going to the toilet &/or assisting a sick person to go to the toilet
- leaving the area where the person has vomited or had diarrhoea

Environmental hygiene

Both diarrhoea and vomit are highly infectious so care is needed when dealing with them.

Cleaning up vomit &/or diarrhoea:

Protect yourself by wearing CE marked disposable gloves and a polythene disposable apron.

Soak up any liquid with paper towels or kitchen tissue and dispose of appropriately.

Scoop up the solid mess and flush down the toilet if possible.

The area should then be thoroughly washed with detergent and hot water followed by a good quality chlorine based (hypochlorite) bleach solution made to British Standard

Take special care to dilute any bleach as instructed by the manufacturer & never mix different types of chemical as the fumes can be dangerous.

Store bleach safely and ensure that children do not have access to these solutions.

Once cleaned, the area should be rinsed with clean water and allowed to dry.

After cleaning vomit or diarrhoea from carpets it is best to clean the area with a proprietary carpet shampoo or steam cleaner, if available. In the absence of this type of equipment a thorough cleaning with hot water and detergent will suffice. Always rinse with clean water and allow to dry before using the area again.

Horizontal surfaces in the vicinity of the vomit should be cleaned with hot soapy water, rinsed & dried.

After cleaning, dispose of the apron, gloves & cleaning cloths in the appropriate refuse bin.

When finished always wash and dry your hands.

Cleaning toilets and basins

Disposable gloves and polythene apron should be worn, and use detergent and hot water to clean the following at least twice a day and after every use by an infected person, in the following order:

- Wash-hand basin taps
- Toilet door handles
- Flush handles
- Toilet seats

Cloths, gloves & aprons used for cleaning must be disposed of in the appropriate refuse bin.

When finished always wash and dry your hands.

Care of soiled articles

If urinals and bedpans are used, the carer should wear CE marked disposable gloves and a disposable apron when attending the patient.

Bedpans and urinals should be emptied into the toilet bowl and then washed with detergent and hot water, rinsed and allowed to dry.

Soiled clothing and bed linen should be washed separately in a washing machine on a 'hot cycle'.

If the soiling is very heavy, flush away as much as possible into the toilet bowl. Take care as rough handling may cause the virus to float into the air, be swallowed / inhaled and cause further infection.

After loading, the outer surfaces of the washing machine should be cleaned with detergent & hot water. This is especially important if the machine is where children are likely to play.

When finished always wash and dry your hands.

Food hygiene

Food that the ill person may have prepared whilst symptomatic should be disposed of.

If the food is to be cooked and then served hot it should be safe **but** salads, fruit and other cold dishes not receiving further cooking have a risk of being contaminated with the virus and making others ill.

If the person has vomited in the food handling area then it **must** be thoroughly cleaned up (see below) and all horizontal surfaces washed with detergent and hot water and then sanitised using a hypochlorite bleach solution (1000ppm) or a combined detergent / hypochlorite cleaning product.

Symptomatic people should **not** prepare or handle food for others until they have been completely free of symptoms **for 48 hours** (this includes nausea).

Further information on norovirus can be obtained from
the Infection Prevention and Control Team in your Local Authority
or
your local Health Protection Team in Public Health England North West

Information produced by: Public Health England North West

Useful Website Links

Lancashire County Council Emergency Procedures

https://schoolsportal.lancsngfl.ac.uk/sp_atoz/service.asp?u_id=2730&strSL=D

(Emergency/Critical Incidents in Schools)

https://schoolsportal.lancsngfl.ac.uk/sp_atoz/service.asp?u_id=2730&strSL=D

(Death of a Pupil Guidance)

Human Resources Service Centre

<https://www3.lancashire.gov.uk/corporate/web/?siteid=5047&pageid=26076>

Health & Safety Executive

<http://www.hse.gov.uk/>

Department of Health

<http://www.dh.gov.uk/en/index.htm>

Met office / BBC Weather

<http://www.metoffice.gov.uk/>

http://news.bbc.co.uk/weather/hi/news/newsid_7725000/7725418.stm

Environment Agency

<http://www.environment-agency.gov.uk/> (Flood Information)

Pandemic Information

<https://www.gov.uk/pandemic-flu>

Pupil Registration Regulations and Guidance Documents

http://www.opsi.gov.uk/si/si2006/uksi_20061751_en.pdf (Pupil Registration Regulations 2006)

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>

(DfE School Attendance Guidance)

Guidance to Schools on Severe Weather

<http://www.education.gov.uk/schools/adminandfinance/emergencyplanning/a0069425/advice-on-severe-weather>

https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&pageid=17126&e=e#anchor76273 (Schools Portal – you will need your login and password to access. *Once logged in go to 'S' for 'Severe Weather' on the A-Z*)

https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=4311&pageid=41174&e=e –

guidance to schools on the management of staff absence resultant from extreme unpredictable weather conditions.

Public Health England

<https://www.gov.uk/government/publications/infection-control-in-schools-poster> (Guidance on infection control in schools and other childcare settings)

<https://www.gov.uk/government/publications/ebola-advice-and-risk-assessment-for-educational-childcare-and-young-persons-settings> (Guidance on e-bola in educational settings)

[Click to return to Document Contents Page](#)