

### **Emergency Procedures for Barrier Closure (during school day)**

If school transport has cancelled because of the barriers being closed during the school day the following procedures should be followed:

1. An announcement will go out on the Tannoy asking the Barriers pupils to come to the cafeteria for information.
2. When all pupils are gathered the information can be passed on which will either be:
  - Pupils are leaving early and school transport will arrive shortly or
  - Pupils are to remain in school until information is received regarding the barriers re-opening. If this is the case we would follow steps 3-7 in the procedure below.

### **Emergency Procedures for Barrier Closure (after school)**

If school transport has failed to cross the barriers and/or has to return to school after the end of the school day the following procedures should be followed:

1. Pupils should remain on the bus until a member of staff has given instructions on where to assemble on returning to the building.
2. Pupils will be told to go to the Cafeteria area and to sit in their House Groups.
3. A register will be provided and all pupils present should initial this. A member of the office staff will then give the whole group information about the arrangements.
4. All pupils should stay in the Cafeteria where a snack will be provided. **THEY SHOULD NOT LEAVE THE CAFETERIA.**
5. Registers should be returned to the office where parents will be contacted to confirm arrangements for their child/children eg stay in school, go to relatives etc.
6. **PUPILS WILL NOT BE ALLOWED TO LEAVE THE SCHOOL BUILDING UNTIL STAFF HAVE CONFIRMED ARRANGEMENTS WITH THEIR PARENT/GUARDIAN.**
7. On departure pupils **MUST** sign out at Reception.

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