2026-2027

Health & Safety Policy

WHOLE SCHOOL

MORNA INTERNATIONAL COLLEGE IBIZA SINCE 1973

Policy Owner:
Executive Director

Introduction

This Health & Safety Policy sets out Morna International College's approach to managing health and safety and defines the responsibilities of those involved in maintaining a safe and healthy working and learning environment.

The policy provides the framework through which the School identifies and manages risk, fulfils its legal obligations and promotes a positive culture of health and safety across all areas of the organisation.

Health and safety is a shared responsibility, and every member of the school community is expected to contribute to maintaining a safe environment by following this policy and reporting hazards or concerns promptly.

1. Policy Statement

Morna International College is committed to providing, so far as is reasonably practicable, a safe, healthy and secure working and learning environment for all students, employees, contractors, visitors and others who may be affected by the School's activities.

The School is committed to:

- Complying with all applicable Spanish health and safety legislation and recognised best practice.
- Providing safe buildings, facilities, equipment and systems of work.
- Identifying, assessing and controlling risks associated with the School's activities.
- Providing appropriate information, instruction, training and supervision.
- Promoting a positive culture in which health and safety is recognised as a shared responsibility.
- Maintaining effective emergency procedures and continually reviewing health and safety performance.

2. Scope

This policy applies to all employees, students, contractors, agency workers, volunteers, visitors and any other persons who may be affected by the School's activities.

It applies to all areas of Morna International College, including school buildings, grounds, sports facilities, workshops, kitchens, maintenance areas, school vehicles, educational visits and all other activities organised by or on behalf of the School.

All members of the school community are expected to comply with this policy and to cooperate in maintaining a safe and healthy environment.

3. Legal Framework

Morna International College is committed to complying with all applicable Spanish health and safety legislation and associated regulations.

The School's health and safety arrangements are based upon the principles established by Spanish occupational risk prevention legislation and are supported by the School's appointed Occupational Risk Prevention Service (*Servicio de Prevención de Riesgos Laborales*), which provides specialist advice, statutory health surveillance, risk assessments and technical support.

This policy should be read in conjunction with any associated procedures, risk assessments and emergency plans issued by the School.

4. Health and Safety Responsibilities

Health and safety is a shared responsibility. Every member of the school community has a duty to contribute to maintaining a safe, healthy and secure working and learning environment.

Whilst the School allocates specific health and safety responsibilities to designated roles, all employees, students, contractors and visitors are expected to cooperate in maintaining a safe environment and to comply with this policy and all related procedures.

4.1 The Proprietor

The Proprietor has ultimate legal responsibility for health and safety at Morna International College and ensures appropriate resources are made available to enable the School to meet its legal obligations.

4.2 Executive Director

The Executive Director is responsible, on behalf of the Proprietor, for the overall management of health and safety throughout the School and for ensuring appropriate systems, resources and competent personnel are in place.

The Executive Director is responsible for:

- promoting a positive health and safety culture throughout the School;
- ensuring appropriate health and safety policies and procedures are implemented and reviewed;
- ensuring sufficient resources are available to maintain a safe working environment;
- supporting the Health and Safety Officer in the effective implementation of the School's health and safety arrangements;
- working with the Head Teacher to assess official adverse weather alerts and determine the appropriate school response in accordance with Annex 4 – Adverse Weather Emergency Procedure;
- reporting significant health and safety matters to the Proprietor where appropriate.

4.3 Health and Safety Officer

The Health and Safety Officer is responsible for coordinating the day-to-day implementation of the School's health and safety arrangements and advising the Executive Director on health and safety matters.

The Health and Safety Officer is responsible for:

- coordinating workplace risk assessments and maintaining health and safety records;
- liaising with the School's Occupational Risk Prevention Service and other external health and safety advisers;
- coordinating statutory inspections, health surveillance and health and safety training;
- advising the Head of Maintenance of any health and safety risks identified through inspections, risk assessments, adverse weather conditions or the deterioration of the School's buildings, grounds or infrastructure;
- monitoring actions arising from inspections, audits, risk assessments and incident investigations;
- maintaining health and safety documentation and records;
- supporting departments in implementing health and safety procedures;
- reporting significant health and safety matters to the Executive Director;
- acting on behalf of the Executive Director, where authorised, during periods of absence in relation to health and safety matters, including fulfilling the Executive Director's statutory duties if required in the event of an emergency.

4.4 Head Teacher

The Head Teacher is responsible for ensuring that health and safety arrangements are effectively implemented within the educational operation of the School.

The Head Teacher is responsible for:

- promoting safe teaching and learning practices;
- ensuring educational activities, off-site visits and residential trips are appropriately planned, authorised and risk assessed in accordance with the School's Educational Visits Policy;
- supporting staff in maintaining safe learning environments;
- leading the safe evacuation of the School during emergency situations, ensuring a minimum of one whole-school evacuation drill is carried out each academic year, with additional drills undertaken where appropriate, and reviewing the effectiveness of each drill with the Senior Leadership Team and/or Health and Safety Committee, as appropriate, to identify and implement any necessary improvements;
- ensuring all teaching staff are familiar with the School's emergency procedures and are appropriately trained to supervise the safe evacuation of students;
- working with the Executive Director and Health and Safety Officer on health and safety matters affecting the educational operation of the School.
- working with the Executive Director to assess official adverse weather alerts and determine the appropriate school response in accordance with Annex 4 – Adverse Weather Emergency Procedure.

4.5 Senior Leadership Team

Members of the Senior Leadership Team are responsible for promoting a positive health and safety culture within their respective areas of responsibility and ensuring that health and safety procedures are effectively implemented.

They are responsible for:

- promoting safe working practices;
- ensuring staff understand and comply with relevant health and safety procedures;
- ensuring risk assessments are implemented within their areas of responsibility;
- identifying hazards and reporting concerns promptly to the appropriate person;
- acting on behalf of the Head Teacher, where authorised, during periods of absence in relation to health and safety matters, including fulfilling the Head Teacher's statutory duties if required in the event of an emergency.

4.6 Main Office Staff

The Main Office is the School's central communication hub and plays an important role in the coordination of emergency situations. As the location of the main telephone system, fire alarm control panel and reception, it is the primary point of communication during an emergency and supports the coordination of information and emergency procedures.

- Manage the School's main telephone system and reception.
- Understand the operation of the School's fire alarm control panel and follow the emergency procedures for silencing, resetting and managing the system once authorised to do so.
- Contact the emergency services where required.
- Act as the central communication point during emergencies.
- Coordinate communication with designated staff during emergency incidents.
- Monitor and control access through the School's main entrance, ensuring only authorised visitors are admitted.

- Register late arrivals and authorised early departures of students.
- Manage the School's visitor sign-in procedures and issue visitor identification.
- Report Health and Safety concerns to the appropriate member of staff and contact the Maintenance Department where immediate action is required.

4.7 Heads of Practical Curriculum Areas

Heads of Practical Curriculum Areas, including Science, Design & Technology, Physical Education and any other subjects involving practical activities or specialist equipment, are responsible for ensuring that health and safety requirements are fully integrated into the planning and delivery of their curriculum areas.

They are responsible for:

- ensuring practical lessons and activities are planned and delivered safely;
- ensuring subject-specific risk assessments are completed, reviewed and implemented where required;
- ensuring equipment, machinery, tools and specialist teaching resources are inspected regularly and maintained in a safe condition;
- ensuring appropriate supervision, personal protective equipment (PPE) and safe working practices are followed during practical activities;
- ensuring staff are appropriately trained and competent to deliver practical activities safely;
- reporting defects, hazards or health and safety concerns promptly to the Head of Maintenance and Health and Safety Officer.

4.8 Head of Maintenance

The Head of Maintenance plays a key role in ensuring the School premises, buildings, grounds and engineering services remain safe, secure and fit for use.

The Head of Maintenance is responsible for:

- carrying out planned daily, weekly, monthly and termly inspections of the School's buildings, grounds and infrastructure;
- implementing and monitoring the School's planned preventative maintenance programme;
- identifying, recording and rectifying maintenance defects and safety hazards, or reporting significant works to the Executive Director where required;
- ensuring all maintenance staff wear the appropriate personal protective equipment (PPE) and follow safe systems of work;
- ensuring maintenance staff attend mandatory health and safety training and are competent to carry out their duties safely;
- monitoring weather conditions and taking appropriate preventative action before and during periods of adverse weather, including high winds, storms, heavy rainfall and extreme temperatures;
- ensuring the safe operation, inspection and maintenance of electrical systems, water supplies, gas installations, air conditioning, generators, sewage treatment systems, fire safety equipment and other engineering services, either by the School's maintenance team or through the effective management of specialist external contractors;
- ensuring emergency exits, external routes, gates, fencing, playground equipment and other safety-critical infrastructure remain safe and operational;
- coordinating routine monitoring of the School's private water supply and ensuring all required water quality testing, treatment and statutory checks are carried out, taking appropriate action where results fall outside acceptable parameters.
- maintaining appropriate inspection and maintenance records and reporting significant health and safety concerns to the Health and Safety Officer and, where appropriate, the Executive Director.

4.9 Heads of Catering and Cleaning Services

The Heads of Catering and Cleaning Services are responsible for maintaining safe working practices within their respective departments and for working closely with the Head of Maintenance to identify and address any maintenance or health and safety concerns.

They are responsible for:

- ensuring their working areas are maintained in a safe, clean and hygienic condition;
- ensuring equipment is used safely and maintained in good working order;
- reporting building defects, equipment faults and potential hazards promptly to the Head of Maintenance;
- ensuring the School's kitchen complies with all applicable food hygiene and food safety requirements;
- liaising with the School's appointed food hygiene inspection provider, implementing recommendations arising from monthly inspections and reporting significant issues to the Health and Safety Officer and Executive Director;
- ensuring all catering and cleaning staff wear the appropriate personal protective equipment (PPE) and comply with safe working practices;
- ensuring employees attend mandatory health and safety and food hygiene training appropriate to their roles;
- ensuring staff comply with relevant health and safety procedures;
- working collaboratively with the Head of Maintenance, Health and Safety Officer and Executive Director to maintain a safe environment throughout the School.

4.10 Employees

All employees have a legal and professional responsibility to take reasonable care of their own health and safety and that of others who may be affected by their actions.

Employees must:

- comply with this policy and all related health and safety procedures;
- follow reasonable health and safety instructions;
- report hazards, unsafe conditions, accidents, incidents, near misses and defective equipment immediately;
- use equipment and personal protective equipment correctly where required;
- attend mandatory health and safety training where required;
- never intentionally misuse safety equipment or protective measures;
- ensure that any accident, injury or sudden illness involving a student, employee or visitor is reported immediately to the School Nurse (First Aid Lead) or the nearest qualified first aider so that appropriate medical assistance can be provided;

Further information regarding first aid arrangements, medical care and accident reporting procedures is contained within the School's **First Aid and Medical Care Policy**.

4.11 Students

Students are expected to behave responsibly and contribute to maintaining a safe learning environment.

Students must:

- follow the instructions of members of staff;
- use equipment and facilities safely and responsibly;
- report hazards, accidents or unsafe behaviour to a member of staff;
- comply with health and safety rules during lessons, practical activities and educational visits.

4.12 Contractors and Visitors

Contractors and visitors must comply with the School's health and safety procedures whilst on School premises and follow all reasonable instructions issued by members of staff.

Visitors are required to:

- report to the Main Office immediately upon arrival;
- sign in using the School's visitor management system;
- read and comply with the School's Visitor Information and Health & Safety Guidance;
- wear the visitor identification lanyard issued by the Main Office at all times whilst on site;
- sign out and return their visitor lanyard to the Main Office before leaving the School.

Contractors are required to:

- report to the Main Office on arrival and sign in before commencing work;
- comply with all relevant health and safety and safeguarding procedures;
- wear appropriate identification and personal protective equipment (PPE) where required;
- ensure that work is carried out safely and that risks to students, staff and visitors are effectively controlled;
- not work unaccompanied in areas where students are present unless authorised by the School and appropriate safeguarding requirements have been met;
- report any hazards, incidents or unsafe conditions immediately to the Head of Maintenance, Health and Safety Officer or Main Office, as appropriate.

4.13 Health and Safety Committee

The School maintains a Health and Safety Committee to support the continuous review and improvement of health and safety across the School.

The Committee comprises:

- the Executive Director;
- the Head Teacher;
- the Health and Safety Officer; and
- three elected Staff Representatives.

The Committee normally meets once each term, with additional meetings convened where necessary.

The Committee reviews health and safety performance, considers recommendations arising from inspections and risk assessments, reviews accidents, incidents and near misses, monitors the implementation of corrective actions, and makes recommendations for the continuous improvement of health and safety throughout the School.

5. Risk Assessments

Risk assessments form an essential part of the School's health and safety management system and are used to identify hazards, assess risks and implement appropriate control measures to reduce the likelihood of injury or harm.

The School will ensure that suitable and sufficient risk assessments are undertaken, reviewed regularly and updated whenever there are significant changes to activities, premises, equipment or legislation.

Risk assessments will be completed, where appropriate, for:

- educational visits and residential trips;
- practical curriculum areas, including Science, Design & Technology and Physical Education;
- maintenance activities, contractors and other higher-risk work;
- specialist equipment, machinery and hazardous substances;
- significant events, activities or projects organised by the School; and
- any other activities where a foreseeable risk to the health, safety or wellbeing of students, employees or visitors has been identified.

The School's standard Risk Assessment Forms are available on the Morna Intranet under the School Documents section. Templates are provided for educational day visits, residential trips and general on-site activities. Employees must use the appropriate form when carrying out risk assessments and seek approval where required before the activity takes place.

In addition to formal risk assessments, the School carries out routine health and safety inspections throughout the academic year. Daily visual checks are undertaken by the Maintenance Department, with additional daily safety checks completed within the Early Years setting to ensure that learning environments and outdoor play areas remain safe and suitable for use.

All employees are expected to remain vigilant, report hazards promptly and implement any control measures identified within relevant risk assessments.

6. Missing Student Procedure

In the unlikely event that a student is believed to be missing during the school day or whilst participating in a school activity, the following procedure will be implemented immediately:

The member of staff identifying the concern must immediately inform the Main Office and the Head Teacher (or the most senior member of staff available).

1. An immediate search of the student's last known location and surrounding areas will be undertaken by designated members of staff.
2. The Head of Maintenance and relevant staff will be informed to assist with the search and, where appropriate, to secure entrances and exits to the School site.
3. The Health and Safety Officer and/or Executive Director will review the School's CCTV system, where appropriate, to assist in establishing the student's movements.
4. Staff will maintain clear communication throughout the search to ensure all areas are checked systematically and to avoid duplication of efforts.
5. If the student has not been located following an immediate and systematic search, and normally within 15 minutes, the Head Teacher or Executive Director will undertake an immediate risk assessment based on the student's age, vulnerability and the circumstances of the incident. Parents or guardians and, where appropriate, the Police or other emergency services will be contacted without delay.
6. A written record of the incident, actions taken and outcome will be completed, and the incident will be reviewed to identify any lessons learned and any improvements to the School's procedures.

7. Fire and Emergency Evacuation Procedures

The School maintains comprehensive fire safety arrangements to protect all members of the school community. Fire protection equipment is inspected, serviced, tested and, where necessary, replaced at the required intervals by appropriately qualified external contractors. Fire exits are checked regularly to ensure they remain clearly marked and immediately accessible.

Fire and emergency evacuation instructions are prominently displayed in all classrooms, offices and shared areas throughout the School. All employees are required to read and familiarise themselves with these instructions, the designated evacuation routes, assembly points and the procedures to be followed in the event of an emergency.

All staff are expected to participate in evacuation drills, follow the instructions of the Head Teacher, Senior Leadership Team or other designated person responsible for managing the evacuation, and immediately report any concerns relating to fire safety or emergency escape routes to the Head of Maintenance or Health and Safety Officer.

The School also maintains a Lockdown Procedure to safeguard students, employees and visitors in the event of a security-related incident or other circumstances where it is safer to remain within buildings than to evacuate the site. The Head Teacher, supported by the Senior Leadership Team, is responsible for ensuring that teaching staff are familiar with the School's Lockdown Procedure. The Executive Director is responsible for ensuring that all operational and support staff receive appropriate instruction and are familiar with the procedure.

Due to the size and layout of the Morna International College campus, which comprises a number of separate buildings spread across a large site, a full evacuation may involve a two-stage process. Following assembly at the primary assembly point, students, staff and visitors may be directed to one of three designated final evacuation and student collection points, depending on the nature and location of the emergency. These arrangements are explained during fire drills and may also be practised as part of the School's emergency evacuation procedures.

The following annexes form part of this policy and contain the school's Fire and Emergency Evacuation Instructions, Lockdown Procedure, Campus Evacuation Map and Adverse Weather Emergency Procedure. All employees are required to read and familiarise themselves with the procedures relevant to their roles.

- **Annex 1 – Fire and Emergency Evacuation Instructions**
- **Annex 2 – Lockdown Procedure**
- **Annex 3 – Campus Evacuation Map**
- **Annex 4 – Adverse Weather Emergency Procedure**

8. Key Health & Safety Contacts - *Academic Year 2026–2027*

The following members of staff hold key health and safety responsibilities. Staff should refer to this list when seeking advice or reporting health and safety concerns.

- Head Teacher: Bernie Cox
- Executive Director: Julie Harwood
- Health and Safety Officer: Estela Villatoro
- Senior Leadership Team: Fiona Robertson, Jon Brook, Siân Griffiths, Julie Alford
- Head of Maintenance: Juan Henares
- Head of Catering Services: Juan Vidal

- Head of Cleaning Services: Mari Mena
- Health and Safety Delegates: Jorge Argüelles, Beatriz Páchon, Maria Atucha
- First Aid Leader (School Nurse): Guada Piernagorda

Policy Title	Health & Safety Policy
Policy Owner	Executive Director
Responsible Officers	Head Teacher, Health and Safety Officer, Head of Maintenance Services
Applies To	Whole School
Approved By	Proprietor
Date Approved	20th July 2026
Review Frequency	Annual
Next Review Date	20th July 2027
Version	4.0

ANNEX 1 - EVACUATION PROCEDURE

Detection
If you detect fire or smoke please press the emergency button or inform the office immediately. (Tel. 971 197672 if needed).

Alarm
On hearing the fire warning (like a police siren) teachers should ensure that all pupils leave their work and line up immediately at their classroom door.

Leaving the buildings and movement of pupils

- Pupils must leave all belongings inside.
- Close classroom windows and door (not locked).
- Teachers should ensure that pupils walk swiftly, but do not run and remain quiet and calm so that they can hear instructions.

Assembly and checking

- The assembly point is the central stage. (unless otherwise instructed)
- Children must be lined up in an orderly fashion at their marked place.
- The Head of section will distribute registers to form tutors.
- Register that all students are present and hold the register up if everyone is present. Inform your Head of Section if any children are missing.

Staff who are not form tutors should assemble at the top area of the stage, clearly in view to be accounted for.

Further instructions will be given by the Head Teacher at this point.

Use of fire extinguishers
Teachers should only attempt to extinguish fires if they are sufficiently small and isolated. Priority is always the safety of themselves and the pupils in their care. If in doubt evacuate the classroom and contact the office.

Annex 2 - LOCKDOWN PROCEDURE

How to lockdown

If you are told to lockdown by your line manager or a member of the SLT, this would be communicated either in person, by E-mail or by phone. You must return/stay in your classroom with your class (in the case of Secondary the current class you are teaching). Registers must be taken and in the case of any missing children, send a message to the main office and SLT, stating who is missing and the last time and place they were seen.

Depending on the emergency you would be informed whether or not to lock doors and windows and if you should take cover inside the classroom or not.

Always try to maintain quiet and calm within the classroom.

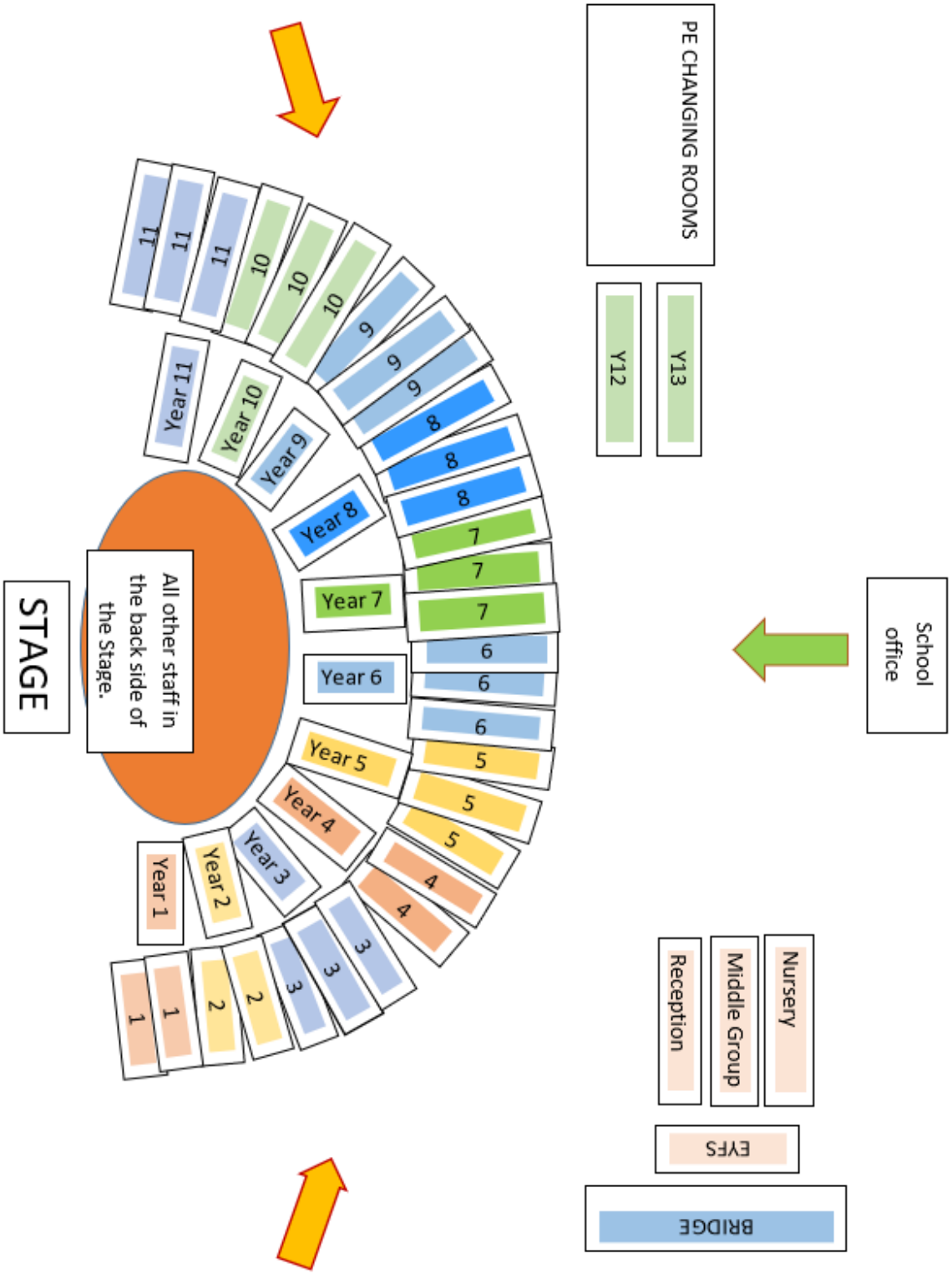
Potential situations requiring lockdown

- **Extreme Weather Conditions** – i.e. very strong winds, intense storms, and flooding. If you think weather conditions are not safe and haven't received instructions, always err on the side of caution, and keep children inside the classroom. If a building is flooding, children should be taken to another building which is at a higher height. In the case of high winds, wooded areas must be avoided. During intense storms the power supply may be cut to limit damage and if not use of electrics should be avoided.
- **Bomb Threat** – In this instance a lockdown and/or an evacuation could be deemed necessary, the police would ultimately give the school instructions.
- **Terrorist Act** – If you observe this kind of a threat, you must:
  - Quickly take your children inside of the classrooms.
  - Position children away from sightlines to external doors and windows, e.g. under the tables.
  - Switch mobiles and electronic devices onto silent mode.
  - Lock doors and switch lights off.
  - Keep as quiet as possible.
- **Violent Parents or Students** – An attempt should be made to calm the person down, preferably with a number of staff together, notify the office and SLT immediately. If deemed necessary, the police will be notified.

How to raise the alarm

In a potential lockdown situation, the normal fire alarm **MUST NOT BE USED**. There is an emergency code which works on the alarm keypads this is activated by pressing **2** and ***** simultaneously, this sends a silent signal to the alarm company who immediately contact the school and if required, the police. If you press the panic signal, where at all possible phone the office **971 197672** to inform them about the emergency, in the case that the school is not contactable the telephone number of GPS the alarm company is **971 318268** and the emergency services is **112**.

Annex 3 - EVACUATION MAP



Annex 4: Adverse Weather Emergency Procedure

1. Purpose

Severe weather can develop quickly and may require the school to change normal arrangements at short notice.

Depending on the circumstances, the safest response may be to:

- continue normal operations with additional precautions;
- keep students and staff safely inside;
- arrange an early controlled collection before conditions deteriorate;
- delay dismissal until it is safe to travel; or
- evacuate or close the school.

The safety of students and staff will always determine the response.

2. Official Alerts

The school receives official education-sector alerts and instructions through GESTIB and the Conselleria d'Educació of the Govern de les Illes Balears. Emergency alerts may also be received directly on mobile phones or from the emergency services.

The Head Teacher and Executive Director will assess the information received and determine the appropriate response for Morna.

Where the competent authorities issue a mandatory instruction, the school will follow it.

General education-sector advice may sometimes be based around the operating and dismissal times of local schools, which can differ from Morna. Where appropriate, the Head Teacher and Executive Director will therefore consider how the guidance applies to Morna's timetable and circumstances.

Weather Warning Levels

The school will respond to official weather warnings in accordance with guidance from the relevant authorities:

- **Yellow warning:** The school will normally operate as usual, while monitoring weather conditions and official advice.
- **Orange warning:** Additional precautions may be necessary. The school will follow official guidance and assess whether students are safer remaining on site or being collected.
- **Red warning:** Unnecessary travel should be avoided and the instructions of the authorities must be followed. Students already at school will remain safely supervised until appropriate arrangements can be made.

An official weather warning does not automatically mean that the school will close or that students should be collected early. Early collection will only be arranged in exceptional circumstances, when it is safe to do so and in accordance with official guidance.

3. Assessing the Risk

Morna is situated on elevated ground and is not adjacent to a torrent, dry watercourse or other area considered particularly vulnerable to flooding. However, severe rain, wind, lightning, surface-water accumulation and dangerous road conditions can still present risks.

The school will consider:

- The official warning and instructions received.
- When the severe weather is expected to arrive.
- Conditions at the school.
- Road and travel conditions.
- Whether parents can safely reach the school.
- Whether students are safer remaining at school than travelling.

Where there is sufficient time for students to be collected safely before severe weather arrives, an early collection may be arranged.

If conditions have already deteriorated or official advice indicates that travel should be avoided, students may remain safely supervised at school until conditions improve.

4. Communication with Parents

The school will communicate with families as soon as reasonably possible, normally by email and/or Classlist. Parents are asked not to telephone or message the school immediately following an alert unless there is an individual emergency concerning their child. Staff will be assessing the situation, organising student safety and preparing information for all families. A large number of individual calls can delay this process.
Importantly, parents should not automatically drive to school following an alert. The official advice may be to avoid driving or remain indoors.
Please wait for the school's communication before travelling to collect your child.

Communications will clearly explain whether:

- school continues as normal;
- early collection is required;
- students should remain safely at school;
- dismissal is delayed;
- the school is closing; or
- an evacuation is required.

Further updates will be sent as the situation develops.

5. Controlled Collection

If students need to be collected, the school must maintain an accurate record of every student who leaves the site.

EYFS and Primary

EYFS and Primary students will remain supervised in their classrooms or another designated area.
Parents should collect their child directly from the classroom unless alternative arrangements are communicated.
A member of staff will record each child's collection before they are released.
If a child is being collected by someone who does not normally collect them, the parent must notify the Main Office and the child's Class Teacher and confirm who has permission to collect them.

Secondary

Secondary students will return to their designated **Form Rooms** and remain with their Form Tutor or another designated member of staff. Parents can find their child's Form Room on the Parent Portal.

Parents/carers may either:

- **Collect their child directly from the Form Room.** Parents/Carers must wait at the classroom door until the Form Tutor has spoken to them, verified their identity and collection authorisation, and

recorded the student's departure. Parents/Carers must not enter the classroom or remove their child without the Form Tutor's permission; or

- once they have **arrived at Morna and parked safely**, email their child's **Form Tutor**, copying the relevant **Head of Key Stage and School Office**, confirming that they have arrived and who is collecting the student.

Where collection is confirmed by email, the Form Tutor will release the student and direct them to the **Drop-off Zone**. Where the student is joining a younger sibling for collection, they may instead be directed to the **Top Car Park**.

If a student is being collected by someone who does not normally collect them, the parent/carer must notify both the School Office and the Form Tutor in writing, confirming the identity of the authorised collecting adult.

All students must be recorded on the Emergency Release Register before leaving the Form Room, regardless of whether they are collected directly or released following email authorisation.

Each Form Tutor will use a pre-prepared digital or printed Emergency Release Register to record the time the student leaves, who is collecting them, how collection was authorised and where the student was directed.

For example:

Student	Time	Collection / authorisation	Sent to
Sam Smith	14:32	Dad collecting – approved by Mum via email	Drop-off Zone
Anna Jones	14:36	Mum collecting Anna + younger sibling	Top Car Park
Tom Brown	—	No confirmation received	Remains in Form Room

If the Form Tutor is absent, another designated member of staff will supervise the Form Group and manage the register. As the relevant **Head of Key Stage and School Office** are copied into parent emails, collection confirmation remains accessible. IT may assist with access to the Form Tutor's school email if necessary.

If a Form Group has to move because its room is unsafe or inaccessible, its new location must be recorded immediately and communicated to the relevant Head of Key Stage.

Once all students have been released or otherwise accounted for, the completed Emergency Release Register will be submitted to the relevant Head of Key Stage and retained as the school's record. Printed Emergency Release Registers will be available in Form Rooms, and digital registers may also be used where appropriate.

Emergency exception – student mobile phones: The school's normal mobile phone rules remain in force. However, only where normal attempts to contact a parent/carer have failed, the supervising member of staff may authorise a student who has a switched-off mobile phone in their bag to switch it on solely for the purpose of contacting their parent/carer and managing their collection. The student may keep the phone switched on where necessary to receive a response or call from their parent/carer, but its use must remain limited to communication relating to the emergency and collection arrangements.

6. Students Travelling Independently to School

Students who normally travel independently to school, including Sixth Form students, whether by car, Aixam, motorcycle, moped, bicycle or electric scooter, must also follow the emergency release procedure in the event of early collection due to adverse weather.

Students under 18 must have explicit parental authorisation before leaving the school premises, while students aged 18 or over may authorise their own departure.

The Form Tutor or another designated member of staff must verify the appropriate authorisation and record the student's departure in the Emergency Release Register before the student leaves the school premises.
For safety reasons, the school may delay independent departures if weather or road conditions are considered unsafe, even where authorisation has been received. Student safety must always take priority.

7. Car Parks and Vehicle Access
Parents must use their normal approved parking area and normal vehicle access arrangements unless the school specifically communicates otherwise.
Secondary students released following email confirmation will normally be directed to the **Drop-off Zone**.
Where a Secondary student is joining a younger sibling for collection, they may instead be directed to the **Top Car Park**.
Parents should not attempt to use the Top Car Park unless this is their normal approved parking area or they have been instructed to do so by the school.

Large numbers of additional vehicles attempting to access the Top Car Park could quickly create gridlock, obstruct access and exit routes and create an additional safety risk.
Parents should not rush to school. Please drive carefully, park where you would normally park and follow any instructions from staff.

If any normal car park, access road or pedestrian route is considered unsafe because of flooding, surface water or another hazard, maintenance staff will assess the affected area, restrict access where necessary and advise SLT of the safest alternative arrangements. These arrangements will then be communicated to families.

8. Shelter in Place / Delayed Collection
There may be circumstances where travelling presents a greater risk than remaining at school.
If severe weather is already affecting the area, or the school receives official instructions that people should not travel, students and staff will remain safely inside.
Outdoor activities will be suspended and students will remain supervised and accounted for.
Parents will be informed and must not travel to school to collect their children until advised that it is safe to do so.
Normal dismissal may therefore be delayed until conditions improve.

9. Emergency Evacuation
If the competent authorities or emergency services instruct the school to evacuate, or remaining on site presents an immediate risk, the school will follow the appropriate emergency instructions.
The normal fire assembly points may not necessarily be appropriate during severe weather. The safest location and route will therefore depend on the nature of the emergency and the instructions received.
Students will remain supervised and accounted for throughout any evacuation or relocation.

10. School Transport and Activities
School transport, trips, fixtures, extracurricular activities and other off-site activities may be cancelled, delayed or amended where adverse weather creates an additional risk.
Where severe weather is expected later in the day, extracurricular activities may be cancelled even if the normal school day continues.

11. After the Event
Following significant adverse weather, maintenance staff will check the site, car parks and access routes and report any identified hazards to SLT before normal operations resume.
Any unsafe area will remain closed or restricted until it is considered safe.
Following any significant incident, the school will review its response and make any necessary improvements to this procedure.

Example Parent Communications
The following templates may be adapted according to the circumstances and official instructions received.

Example 1 — Alert Received, School Operating Normally
Subject: Weather Alert – School Operating Normally

Dear Families,

We are aware of the current adverse weather alert and are monitoring the situation closely.
At present, the school is operating normally and your children are perfectly safe. We will continue to monitor the official guidance and will contact families immediately if there is any change to the school day.

Please take care when driving to and from school and allow additional time if necessary.

There is no need to contact the school for further information at this stage. We will keep you updated by email and/or Classlist.

Best regards,
Morna Management

Example 2 — Collection Delayed: Do Not Travel to School
Subject: Important Weather Update – Collection Delayed

Dear Families,

We are currently experiencing a very severe storm directly over the school and have been formally advised that parents should not travel to collect their children until the storm has passed.
Please do not drive to school at this time.

Your children are perfectly safe. They are inside their classrooms, supervised by staff, and we will continue to look after them until it is safe for collection to begin.

We appreciate that parents will naturally be concerned, but please do not call the school for general updates at this stage. Keeping our telephone lines clear allows us to manage the situation and communicate effectively with all families.

We are monitoring the situation closely and will be in touch as soon as we are advised that it is safe for parents to travel and collection can begin.
Please stay where you are, avoid unnecessary travel and wait for our next communication.

Best regards,
Morna Management

Example 3 — Early Collection Before Severe Weather Arrives
Subject: Important Weather Alert – Early Collection Required

Dear Families,

We have been advised that a severe storm is heading towards our area and, as a precaution, we have been asked to arrange for students to leave school before conditions deteriorate.

Your children are perfectly safe at school and there is no need to rush. Please drive carefully and use your normal approved parking area.

EYFS and Primary students will remain safely in their classrooms and should be collected directly from their classroom.

Secondary students will return to their Form Rooms and remain there with their Form Tutors until their collection is authorised.

Secondary parents/carers have <u>two options:</u>

1. You may come directly to your child's Form Room but must wait at the classroom door until the Form Tutor has verified your authorisation and recorded your child's departure. Parents/Carers must not enter the classroom or remove their child without the Form Tutor's permission; or

2. Once you have arrived at Morna and parked safely, you may email your child's Form Tutor, copying the relevant Head of Key Stage and School Office, confirming that you have arrived and who is collecting your child. Your child will then be released and directed to the Drop-off Zone to meet you. Where they are joining a younger sibling for collection, they may instead be directed to the Top Car Park.

<u>For **Secondary** parents/carers: Please find attached a map showing the locations of the Secondary Form Rooms, should you wish to collect your child directly from their classroom.</u>

<u>Please do not send collection emails while driving.</u>

If your child will be picked up by someone who does not normally collect them, you must notify the School Office and the relevant Class Teacher or Form Tutor in writing, confirming who is authorised to collect them.

Please do not remove your child without informing the member of staff responsible for their classroom or Form Room. We must maintain an accurate record of every student who has safely left the site.

There is no need to telephone the school unless there is an individual emergency. Please follow the collection arrangements above and take particular care when travelling.

Best regards,
Morna Management