



# Hot Weather Policy and Procedure

## PURPOSE

The purpose of this policy and procedure is to clearly outline Yahl Primary School's commitment to meeting their duty of care and DECD responsibilities in respect to hot weather events.

## SCOPE

This policy and procedure applies to all school days where the forecast temperature is 38°C or over.

## POLICY STATEMENT

Yahl Primary School is committed to ensuring the health and well-being of all its students at all times. While all school classrooms are fully air-conditioned thus ensuring that students are not exposed to extreme weather conditions, the school respects the right of parents/caregivers to collect their child/children from school earlier than the scheduled end of the school day on Hot Weather Days.

## DEFINITION

### Hot Weather Day

A Hot Weather Day is a day where the forecast temperature is 38°C or over.

## RESPONSIBILITIES

The **Governing Council** is responsible for:

- approving the Hot Weather Policy and Procedure and any subsequent revisions.

The **Principal** is responsible for:

- presenting the Hot Weather Policy and Procedure and any subsequent revisions to the Yahl Primary School Governing Council for approval; and
- ensuring that all students, staff and parents understand the Hot Weather Policy and Procedure.

All **Teaching Staff** are responsible for:

- supervising students in their classrooms during breaks if it is too hot to play outside.

All **Parents/Care Givers** are responsible for:

- complying with the procedure for student collection.



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### RESPONSIBILITIES CONT.

**School Front Office Staff** are responsible for:

- ensuring that students are only collected by their parents/care givers, or another adult who has been nominated by the parent/care giver. In this latter instance, the parent/care giver must inform the school of this arrangement by phone or written note, prior to the time of collection. The nominated adult must also sign a collection form at the front office, prior to taking the student from the school.

### PROCEDURE

On a Hot Weather Day the following procedure must be followed by students, staff and parents:

- On days where the forecast temperature is 38°C or over parents/care givers can collect their child at 12.30pm.
- Students are not permitted to ring their parents/care givers requested that they be collected, as the school believes that this is a parental decision.
- If parents wish to nominate another adult to collect their child at lunchtime, they must inform the school by phone or written note prior to the time of collection.
- Any adult who has been nominated by the parent/care giver to collect a child must report to the front office and sign a collection form. Only then will they be able to take the child from the school grounds.

### STATUS AND DETAILS

Reference Code:	YPS-POLP:3-V1.1
Version No:	V1.1
Status:	Current
Commencement Date:	September 19, 2018
Review Date:	September 2020
Authorising Authority:	Yahl Primary School Governing Council
Authorisation Date:	September 18, 2018
Accountable Officer:	Mrs Christine Morrison