**EXTREME WEATHER POLICY**

**Rationale:**

Extreme weather can present as a hazard to students’ and staff members’ health and wellbeing. Extreme weather is considered to be weather conditions that are too cold, wet, hot, windy or when weather conditions are a risk to safety of staff and/or students.

**Purpose:**

1. To provide a safe and healthy school environment that takes into consideration the needs of all students, staff and visitors including those who may suffer from pre-existing conditions.
2. To provide guidelines and processes to accommodate extreme weather conditions.

**Implementation:**

1. All staff to be aware of and inform themselves of current impending weather conditions throughout scheduled breaks in a typical school day, on all outdoors activities within and outside of the school grounds.
2. Staff to listen for when and where an extreme weather timetable (i.e. supervised indoor recesses) will be implemented.
3. An extreme weather timetable will be called by the Principal, Assistant Principal or nominated person.
4. The Principal or Assistant Principal may decide on days of impending extreme heat to:
   - lengthen the first recess to 40 minutes and shorten the lunch recess to 30 minutes of outside play
   - allow students to have a longer outside morning recess and an extreme weather timetable for the shorter lunch recess
   - call an extreme weather timetable for the entire school day
   This decision will be based on current weather conditions and information from the Department of Meteorology. The decision will be set and monitored and if weather conditions change, the decision will be updated and staff informed.
5. Extreme weather timetables will be called in the event of, but not limited to, rain, storms, high winds, heat (above 37 degrees).
6. When planning outdoor activities, staff must make allowances for extreme weather conditions based on predicted weather conditions or time of year.
7. An extreme weather timetable is prepared by Sub-school Leaders relevant to the grade levels they lead. This timetable is given to all staff and clearly labeled and displayed in the relevant Sub-school area and staffrooms. Classroom teachers are responsible for organizing appropriate indoor activities (board games, DVDS etc) for the children in their grade during extreme weather timetables and duty staff will then supervise and monitor.
8. All teaching and non-teaching staff are aware of and implement their duty of care when extreme weather timetables are called as per Hampton Park Primary School’s Staff Handbook.
9. Students and staff must follow the Sun Smart guidelines of wearing an approved hat when outdoors in the months of September to April. At other times of the year students and staff will be reminded of the need to apply adequate sun protection when necessary.

11. Students and Staff to have access to appropriate sunscreen (SPF 30+) and be given opportunities to apply before any outdoor activity. Students with allergies are encouraged to supply their own sunscreen.

12. On days of impending extreme hot weather, students are advised to use the shaded areas of the playground, to drink water on a regular basis and to inform staff if feeling unwell.

10. Physical Education Staff to make appropriate decisions in regards to the type of and location of activities on days of extreme weather or impending extreme weather.

11. Staff who work outside (gardeners, PE teacher, yard duty teacher etc) should ensure they follow Sun Smart guidelines, including appropriate wide brimmed hats, sunscreen use (SPF 30+) and adequate hydration.

12. The school council should ensure there are sufficient shelters and trees to adequately shade the school grounds, particularly in the following spaces:
   - where students congregate for lunch
   - the canteen
   - outdoor lesson areas
   - popular play areas
   - assembly areas
   - sporting grounds/pools.
   - staff to advise and encourage students to use these areas

13. As part of OH&S risk control and role-modelling when the UV Index is 3 and above, staff are encouraged to:
   - wear sun-protective hats, clothing and sunglasses for all outdoor activities and duties
   - apply SPF 30+ broad-spectrum, water-resistant sunscreen
   - seek shade whenever possible.

When the UV Index is 3 and above, families and visitors participating in and attending outdoor school activities should also be encouraged to use a combination of sun-protection measures.

Developed: January 25, 2014          Ratified: July 24, 2014

Implementation from: January 30, 2014