

Inclement weather policy and procedures

This is a mandated policy under the operational policy framework. Any edits to this policy must follow the process outlined on the creating, updating and deleting operational policies page.

1. Overview

This document outlines the procedures for managing student safety and wellbeing during periods of inclement weather at school, including extreme heat, rain, hail, dust storms or electrical storms. It also includes sun protection measures to ensure compliance with Department for Education guidelines.

2. Scope

This document applies to all staff and students at the school during recess, lunch, and all outdoor school events, including camps, excursions and sports events, where exposure to inclement weather or ultraviolet (UV) radiation may occur.

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5. Detail

5.1. Inclement weather response

When the temperature is 36°C or higher, or during rain, hail, severe dust or electrical storms, students will not remain in the yard. Two sirens indicate inclement weather. The Yard Duty supervisor or delegate will notify the front office to ring the bell. In the absence of a leader, the Receptionist may ring the bell if the weather is clearly inclement.

Once the inclement bell has rung students are required to move to a suitable sheltered area. The following indoor locations will be available:

- Learning Hub
- Optimism open areas, not classrooms
- Gym
- Creative Arts open areas, not classrooms
- Knowledge classrooms (Year 7 students ONLY)

NB - Sheltered areas under the Creative Arts (Eastern Side) and Learning Hub (western side ONLY) are also available. All areas not under shelter (including locker sheds) are out of bounds.

5.2. Communication

Two siren blasts will indicate inclement weather, a PA announcement will be made and the Vivi screens across the school will indicate Inclement Weather has been called prompting students to move to designated sheltered areas.

Yard Duty supervisors will coordinate with the front office to ring the bell in the absence of a leader.

6. Roles and responsibilities

6.1. Executive (Yard Duty Oversight)

Ensure staff and students follow procedures during inclement weather and UV alerts; oversee review and implementation of the policy.

The Oversight Leader on any given day and members of the Executive team will monitor weather conditions in preparation for both extreme heat and approaching storms (including rainfall, wind, thunder and lightning).

When Inclement Weather is identified, the Oversight Leader will advise Reception staff to communicate Inclement Weather as indicated in Communication.

6.2. Yard Duty Teachers

When the Inclement Weather policy has been actioned assigned yard duty teachers are to move to the alternative locations as shown below

Area	Alternative Location
Yard Duty Oversight	Continue to support staff in the yard to move students into the buildings or out of weather
Learning Hub	Remain in location
Canteen	Remain in location for beginning of Recess / Lunch to monitor queue If no students in queue rove the undercover areas of Creative Arts
North West Plaza (Creative Arts)	Move to OP to supervise open areas
South East Plaza (Wood Tech)	Move to OP to supervise open areas
David Hookes Courtyard	Move to KN to supervise Year 7 students
Main Building	Move to KN to supervise Year 7 students
Courts	Move to Gym If extreme heat moves to Learning Hub and open break out room
Gym	Remain in location except in extreme heat. If extreme heat moves to Creative Arts Open Spaces
Oval	Move to Creative Arts to supervise Open Areas
Bus Duty	Remain in location

6.3. Reception (Front Office) Staff

Once Inclement Weather has been identified the Receptionist at the beginning of the break (recess and / or lunch) will:

- Action two siren blasts on the bell
- Action the Emergency Trigger Event – Inclement Weather in Vivi
- Action the Bell Emergency Preamble

At the end of the break the receptionist will:

- Cancel the Vivi Inclement Weather event

6.4. Students

When the inclement weather policy is actioned students are required to move to sheltered areas as identified in 5.1

6.5. Grounds Staff

After an extreme weather event, the grounds staff will:

- Inspect the premises for tree debris, such as leaves, nuts, and branches, that may pose slip or trip hazards.
- Check for damaged tree limbs and branches that may fall.
- Ensure wet floors and stairs are marked and cleaned promptly to prevent slips.
- Report any issues to the Business Manager

7. Definitions

7.1. Inclement weather

Weather conditions that make outdoor activity unsafe, including extreme heat (36°C+), rain, hail, dust storms or electrical storms.

8. 7. Appendices

Nil.

9. 8. Supporting information

9.1. 8.1. Related legislation

Nil.

9.2. 8.2. Related policies

- Sun Protection

9.3. 9.1. Approvals

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Status: Approved

Version: 1.0

Policy officer: Leisa Westerhof, Executive and Leaders

Approved by: Principal, Underdale High School

Approved date: 11/06/2025

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9.4. 9.2. Revision record

Version: 1.0

Approved by: Principal, Underdale High School

Approved date: 11/06/2025

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Amendments: Initial education policy adoption.

9.5. 10. Contact

Executive and Leaders

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