



# EXTREME WEATHER

## Policy and Procedures

### **POLICY**

Excelsior Primary School is committed to maintaining a safe, secure and supportive environment for our community. Extreme weather can present as a hazard to students' and staff members' health and wellbeing. Extreme weather is considered to be weather conditions too cold, wet, hot, windy or unsafe.

This aim of this policy is to provide guidelines and procedures to accommodate extreme weather conditions.

### **PROCEDURES**

1. All teaching and non-teaching staff are aware of and implement their duty of care during extreme weather conditions.
2. When planning outdoor activities, staff will make allowances for extreme weather conditions based on predicted weather conditions.
3. On days when it is inappropriate for children to be released from class for recess and lunch due to extreme weather, the following arrangements will apply:
  - The Principal, Deputy Principal or nominated staff member will make a decision to implement the Extreme Weather Policy and Procedures. 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.
  - A PA announcement will be made indicating that the Procedures within the Extreme Weather Policy are to be followed.
  - The supervision of students is to be shared between Extreme Weather Buddy Class teachers in each block. One teacher from each pair will supervise students for the first half of the break and then the second teacher for the remainder of the break. (Refer to Extreme Weather Buddy Class list below.)
  - Teachers who are on the duty roster during that break should allow for that commitment when negotiating supervision times.
  - Specialist teachers will assist the supervision of students in blocks. If a specialist teacher is not rostered to work on that day, a member of Administration will assist in their place.
    - A Block – Science Specialist
    - B Block – Drama Specialist, Italian Specialist
    - C Block – Arts Specialist, Phys Ed Specialist
  - If the weather conditions improve, a PA announcement will be made to release students. Regular recess and lunchtime procedures, duty arrangements and siren times will be followed.
  - If the weather changes quickly during a recess or lunch break:
    - The duty teachers will confer with the Principal or Deputy Principal, who will determine if Extreme Weather procedures are needed.
    - The siren will be rung and a PA notice made to alert teachers and students about the commencement of Extreme Weather procedures.
    - If Extreme Weather is cancelled and a teacher is then required to go on duty without having a break, a phone call should be made to a member of the Administration team for assistance.

- If the students have missed a break and the weather improves enough for them to go outdoors, teachers may allow students outside to play in a designated area under the supervision of the classroom teacher.
- The siren will be rung at the beginning and end of all breaks.
- During periods of extreme heat, teachers to continue to encourage students to stay hydrated.
- Staff to notify Administration of any heat related illnesses or symptoms in staff or students.
- Classes to be moved to other learning environments with suitable heating or cooling if current system is not working effectively. Faults to be reported immediately to Administration.
- Postpone athletics carnivals or sporting events when weather is considered extreme.
- Remind parents through newsletters and communication channels to provide extra water, sunscreen, hats and ice bricks in lunch boxes during periods of extreme heat.

### ***EXTREME WEATHER BUDDY CLASSES FOR 2026***

A1 & A3  
A2 & A3

B1 & B3  
B5 & B6

C1 & C3  
C4 & C6

E3

#### **RELATED DOCUMENTS**

- <https://healthywa.wa.gov.au/heat>