

Hot Weather Policy

July 2022

Summary

This policy applies to Community Language Schools SA and all member schools

Table 1: Document Details

Policy Number	ES45
Related Policies	ES02: Risk Management Policy ES02C: Risk Assessment and Checklists ES07B: General Student Health Support Form ES09: Supervision of Students Policy ES23: Work Health and Safety Policy ES36: Excursion and Incursion Policy and Procedures ES37: Medication, Accident and First Aid Policy and Procedures ES45: SunSmart Policy
Version	1.1
Created by	CLSSA Policy Officer
Reviewed by	CLSSA Executive Officer
Applies to	All Community Language Schools
Key Words	Heat; hot weather; excursions; UV index; forecast temperature.
Status	Approved
Approved By	CLSSA Board <i>(Administrative updates approved by Executive Officer)</i>
Approval Date	July 2022
Review Date	December 2023
Notes	Administrative update only

Table 2: Revision Record

Date	Version	Revision Description
November 2016	1.0	New policy developed
30 th June 2019	1.1	<ul style="list-style-type: none"> Amend policy to make it generic by replacing individual schools details with "Community Language Schools". Added ES02C as Related Policies in Table Changes in 'Created By' and 'Reviewed By' in Table 1; Changed Contents to Table of Contents; Reformatting of table and titles;

		Formatting of policy
18 th January 2021	1.1	<ul style="list-style-type: none"> Added Policies to Related Policies (Table 1) Add School Administrator to 'Responsibilities'
December 2021	1.1	<ul style="list-style-type: none"> Administrative updates only
July 2022	1.1	<ul style="list-style-type: none"> Administrative update only

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Introduction

Community Language Schools have a duty of care to protect students against hot weather, inside and outside the classrooms. Working and learning in hot conditions can result in several adverse health effects. To avoid increased risk of injuries, illness, and the aggravation of existing medical conditions, Community Language Schools have developed a Hot Weather Policy.

Community Language Schools have developed **ES46: SunSmart Policy** which encourages students to play in shaded areas, to wear appropriate sun protection clothing and broad-brimmed hats and apply sunscreen.

Policy

Community Language Schools have established the following to ensure the well-being of students and staff during hot weather:

- Teachers to encourage students to bring water bottles into the classroom for hydration throughout the day – all year round
- When the UV index is 3 or higher, students are encouraged to play in shaded areas
- When the UV index is 3 or higher, students are required to wear a hat outdoors, to wear sun protective clothing and apply sunscreen
- When the forecast temperature is 36°C or higher, no outdoor learning activities will occur
- When the forecast temperature is 36°C or higher, break times will be held indoors or in a shaded area.
- If the temperature exceeds 40°C, parents will be contacted by the school to seek permission for students to be dismissed or picked up from school. Any student who cannot be dismissed or picked up will remain at school in the coolest possible room until the end of the school day.
- A modification to the school's learning program may be implemented in extreme heat.
- Parents may pick up their child/children at any time if they believe their child is suffering from the heat.

Responsibilities

It is the responsibility of the school School Administrator and/or Principal to:

- Check the UV index and forecast temperature on the Bureau of Meteorology website (<http://www.bom.gov.au/>) and decide the best plan for the day
- Inform staff of policy and procedures relating to hot weather and changes made to any scheduled learning activities that may be impacted by hot weather

- Notify parents if there is to be a change in the learning program (cancellation of excursions, outdoor activities, modifications to break-times, or permission to dismiss students).

Excursions

Excursions offer students an alternative learning experience. Community Language Schools have a dedicated Excursions and Incursions policy (**ES36: Excursions and Incursions Policy and Procedures**). In the event that a planned excursion occurs on a day where the forecast temperature is high, the following will be considered before postponing the excursion:

- The age of the students participating in the excursion
- The venue
- The time of day of the excursion
- The length of the excursion
- Type of physical activity required, such as walking to and from school to the venue

If the temperature for forthcoming excursions to an outdoor venue is 38°C or higher the excursion will be postponed until the temperature is below 38°C. Community Language Schools may postpone the excursion if the temperature is lower than 38°C and where local conditions are more severe and poses an increased risk for student participants. In the event of a cancelled excursion, Community Language Schools will continue with timetabled lessons or provide an alternative learning program.