Safety is paramount. Leading up to a potential bout of adverse weather, students are advised to undertake the following as good practice:

* Ensure the Placement Service Office is kept informed if you are unable to attend placement or the setting is closed.
* Ensure that they have given personal contact details to the setting so that they can be contacted in the event of school closures.
* Contact the placement setting before leaving home to ascertain if the setting is open.
* Ensure that they have signed up to their setting’s and BGU’s blackboard, Facebook or Twitter account to obtain any social media updates on setting closures.
* Ensure that they listen to local and national radio announcements regarding road closures and any impending adverse weather.
* Be aware of where to find an updated list of school closures.
* Follow guidance from senior staff within the placement setting.
* Assign yourself a buddy, who is aware of your route and estimated time of arrival. This person will need this information in the event of an emergency. If bad weather should occur once in placement, students are advised to liaise with the relevant contacts of staff at the placement setting and investigate alternative options. The Placement Service Office should be kept informed.
* If a student driver if unable to drive to placement they should, wherever possible, advise the Placement Services Office and fellow passengers.  Where it is safe and viable to do so, the students should attend placement by public transport. All students affected should inform the Placement Services Office and setting of any delay in arrival.  The Placement Services Office will contact all students to discuss transport arrangements moving forwards.

**Transport Contractors**

* Students are requested to liaise with taxi firms and give their consent for their details to be shared.
* If it is discovered that the school/placement setting is closed, transport contractors are required to bring the affected students back to BGU when all other contracted drop-offs for BGU are complete. Contractors are also expected to liaise with the Placement Services Office should they not be able to complete the return journey, following the placement.
* Contractors will be requested to contact the student concerned and inform the BGU Placement Services Office if they are cancelling or changing any route(s) and to provide a reliable contact telephone number / email address for that day.

**Placement Service Office**

* BGU will ensure they liaise with placement settings and marketing to ensure they are able to offer the most up to date information.
* BGU will activate the ‘Adverse Weather’ emergency procedures should the campus be closed. Information and emergency contact details will be disseminated via the student portal and student’s individual university email address.
* Will issue updates to Heads of School and placement settings as required.

**The placements team can be contacted on the below**

**Telephone - 01522 583720 Email -** **placements@bishopg.ac.uk**

**Notification of Non-Attendance in Adverse Weather**

