Title	**EDUCTAIONAL VISITS: RESPONDING TO AN EMERGENCY**
Person responsible for policy formulation, implementation, maintenance and evaluation	Deputy Head Master
Persons consulted	ELT
Adopted by Governors on	
Current Review	
Date of future review	June 2024

REVISION STATUS TABLE

Revision No	Effective Date	Summary of Revision	Reviewed		Approved/Noted	
			By	Date	By	Date
v1.0	20/06/2022	New policy			ELT	20/06/2022

POLICY DOCUMENT REVIEW

This Policy document is subject to a periodic review (annually) by Holyport College that is formally documented to ensure its continuing suitability, adequacy and effectiveness. Areas subject to review include, but are not limited to, follow-up action from previous reviews, policy conformity, review of complaints, status of corrective and preventive actions, and improvements for the forthcoming year. Holyport College reserves the right to amend this Policy by notice following such review in circumstances in which it considers such change to be necessary or appropriate.

HOLYPORT COLLEGE	Responding to an emergency	
	Effective Date: 20/06/2022	Version No: 1.0

Introduction

General Principles:

- Ensure that the trip leader is briefed for a medical or missing person emergency, before departure;
- Ensure that student medical details and trip insurance details (and the location of these) are known to all staff on the trip;
- Manage communication effectively with the team and also the nominated College emergency contact;

Medical Emergency/Incident:

- Take immediate steps to prevent injury to others in your charge (both students and staff);
- Enlist appropriate first aid, if required;
- Social media blackout - students' phones and other electronic devices handed in;
- Minimise exposure to other students, both visual and information;
- Contact the nominated College emergency contact, who will then make contact with the student's parent/carer/guardian;
    - Where needed, a virtual conference will be arranged with the Head Master, Deputy Head Master and any other key staff;
- Collate all documentation required - insurance, passport, medical details;
- Notify the British Embassy/Consulate if an emergency occurs abroad;
- Delegate responsibility to care for the rest of the students - this will include a reasonable explanation into the reasons why there is a social media blackout;
- Record in writing - nature, date, time of incident, location of incident, names of casualties, details of their injuries/situation, names of others involved so that parents can be informed by the nominated College emergency contact, action taken so far, action(s) to be taken (and by whom);
- Do not:
    - Name the casualty/casualties to anyone other than: your staff team; the nominated College emergency contact; local authorities;
    - Engage with any media;
    - Discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from the Head Master or Deputy Mead Master.

Missing Person(s):

- Discuss the situation with all trip staff, gathering up as much information as possible;
- Manage and brief the students, requesting information as a matter of urgency
- Try to contact the student via telecommunication;
- Request 'close contacts' to try and contact the student via telecommunication;
- Establish staffing to ensure all students are suitably supervised;
- Contact the nominated College emergency contact, who will then make contact with the student's parent/carer/guardian;
    - Where needed, a virtual conference will be arranged with the Head Master, Deputy Head Master and any other key staff;
- Establish a system for effective and immediate communication, including the College emergency contact (an emergency WhatsApp group would be ideal);
- Collate all documentation required - insurance, passport, medical details;
- Contact local emergency services and tour operator;
- Notify the British Embassy/Consulate if this happens abroad;
- Instruct students to not contact home - you may wish to ask students to hand their phones and devices in but do ensure that close contacts have access;
- Record in writing - nature, date, time of incident, location of incident, names of casualties, details of their injuries/situation, names of others involved so that parents can be informed by the nominated College emergency contact, action taken so far, action(s) to be taken (and by whom);
- Do not:
    - Name the casualty/casualties to anyone other than: your staff team; the nominated College emergency contact; local authorities;
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Guidance for College Emergency Contact and SLT:

- Media:
    - Temporarily freeze College Social Media Accounts;
    - Ensure that no new contact goes onto the College website;
    - If contacted by the media:
        - Sympathy for those involved and their families;
        - Praise for those undertaking rescue/incident control;
        - Promise full investigation/cooperation with other agencies;
    - Do not:
        - Reply with 'why' and 'how' questions;
        - Name individuals;

- Say ‘no comment’ - explain that you cannot comment but state that an update will be provided, in due course.