Emergency Procedure Policy

Approvers:
Steph Gilbert
Helen Wu

Date Approved: 17/08/2018

Date Reviewed: 24/07/2026

Next Review: 24/07/2027

Related Documents:

Safeguarding and Child Protection Policy
Safer Travel Policy
Missing or Absent Student Policy Mental Health Policy

Your Success, Our Pride

Oxbridge Group Ltd: Emergency Procedure Policy

Contents

Introduction 3

Action Plan 3

Health Pandemic 3

Terrorism 4

Natural Disaster 4

Missing Student 5

Death of a Student 5

School unable to accommodate Student 5

Appendix 1: Emergency Accommodation List 7

Your Success, Our Pride

Oxbridge Group Ltd: Emergency Procedure Policy

Introduction

At Oxbridge Group Ltd, we aim to ensure student safety and wellbeing is maintained at all times, and so have developed the below emergency plan to combat any potential issues which may arise during an emergency situation. These situations would include, but are not exclusive to:

- Health pandemic
- Terrorism
- Natural Disaster (particularly those affecting airlines)
- Missing Student
- Death of a Student
- Student who cannot be accommodated by the school for any reason (including physical or mental illness/disciplinary action)

Action Plan

For the purpose of this policy, and for fast action to be taken within any circumstance for any similar situations to those listed above, the immediate priorities of Oxbridge Group Ltd staff and its partners are the same:

- Remove students from danger
- Where appropriate inform and assist emergency services
- When necessary treat any casualties
- Help those who have been displaced but are not injured
- liaise with the emergency services and other authorities and, where the situation is serious, hand over responsibility for the incident/emergency as directed.

In the event that any Emergency Situation occurs, the Designated Safeguarding Lead should be informed when safe to do so via our 24 hour contact number: +44 (0)7837778298 – she will act as the point of contact for all further action.

The follow up action that would occur with be in proportion to the level of risk presented by the situation, and would be delivered according to the situation that the students/staff find themselves in.

Your Success, Our Pride

Oxbridge Group Ltd: Emergency Procedure Policy

Health Pandemic

Should a Health Pandemic arise the relevant government guidelines would inform the actions of Oxbridge Group Ltd (and the School or Host Family as appropriate). These details can be found at the government website: https://www.gov.uk/guidance/pandemic-flu#sector-specific-guidance and are regularly accessed by the Designated Safeguarding Lead to ensure we are aware of any updates in this area.

We would also work according to the Department of Education's guidelines for actions in the case of a Health Pandemic. The government response to the relevant pandemic would inform all actions, with the DSL would also acting under the advice of the Department of Health, and the Worldwide Health Organisation to inform any actions taken. Oxbridge Group Ltd would also take into consideration any wider effects a pandemic may cause on flight or accommodation restrictions and advise students in line with national and international guidance accordingly in order to ensure the ongoing safety of our students .

Terrorism

The National Counter-terrorism Security Office have published the following advice in the event of a terrorist attack in a public place. The key message for the public is 'Run, Hide, Tell':

- **Run** - to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then;
- **Hide** - it's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can.
- **Tell** - the police by calling 999 when it is safe to do so.

Should there be any incident whilst students are within the school, we would advise all students to follow school advice and procedures.

Natural Disaster

In the event of a natural disaster (particularly those affecting airlines) Oxbridge Group Ltd would seek the

advice of the government (https://www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies) and act accordingly. In the event that flights are affected, and students are planning to utilise said flights (for example in the case of the ash cloud from Iceland in April 2010), Oxbridge Group Ltd would organise suitable emergency accommodation for students, in conversation with parents and schools.

Once airlines are given the permission to reschedule flights, Oxbridge Group Ltd would assist students and parents with reorganising any pre-arranged travel.

Missing Student

In the event that a student is deemed to be missing we would advise all staff and partners to follow the Absent and Missing Student Policy, to take the appropriate action to try and locate the missing student as soon as possible. In this way, the procedure of contacting DSL and follow up Cause for Concern and Missing Student Risk Assessment would apply, with view to assisting emergency services when necessary with the relevant information. For more details on the Missing Student course of action, the full policy can be viewed at: http://oxbridgeguardians.co.uk/policies-and-procedures

Death of a Student

Should the unfortunate case happen that the death of a student occurs, the DSL and DDSL would liaise with the involved parties (parents, school, emergency services, host family) to organise the most appropriate course of action. All action should be taken with view to respecting the student and their family's privacy, and to preventing any following safeguarding concerns affecting any of the other students with Oxbridge Group Ltd.

School unable to accommodate Student

In the event that the school are unable to accommodate a student, due to physical or mental ill health or

disciplinary reasons, Oxbridge Group Ltd are responsible for assisting with the organisation of emergency accommodation.

In the case of expulsion, Oxbridge Group Ltd may relinquish their responsibility for the student, in discussion with parents and school with regard to the students safety and wellbeing at all times. Oxbridge Group Ltd strives to ensure that alternative Host Family accommodation is available in all areas where students study or are accommodated, and would enlist the hosting services of such short-term families should the need occur. Oxbridge Group Ltd may work with appropriately accredited outside accommodation providers in the case that this emergency Host Family accommodation is not suitable, or not available.

In the case where a student is required to leave the school based on physical or mental ill health, Oxbridge Group Ltd would follow updated KCSIE guidance, alongside advice from GP; or other medical professionals on the safest and most appropriate environment for the student. A Student Removal Form would need to be completed in line with our Mental Health Policy and AEGIS recommendations; and where possible we would place students to stay with Host Families with relevant specialist training, such as nurses, mental health professionals or similar professions. If the student is not able to stay at School due to mental or physical ill health, in most cases it would be appropriate for the student to be in medical facility, or in temporary accommodation until a parent was able to support their child directly. Host Family would not be a suitable long term option for students' suffering with physical or mental ill health.

Oxbridge Group Ltd: Emergency Procedure Policy

Appendix 1: Emergency Accommodation List

London:

[redacted] LC Mental Health Professional

[redacted]

[redacted] Nurse

[redacted] *Staff*

[redacted] *Staff*

South:

[redacted] *Teacher*

[redacted] *Staff*

[redacted]

[redacted] *Teacher*

[redacted] *Staff*

Midlands:

[redacted] *LC*

[redacted] *LC*

[redacted] *Nurse*

[redacted] *Teacher*

North:

[redacted]

[redacted]

[redacted] *LC*

[redacted] *Teacher*

Your Success, Our Pride