



CONTINGENCY / DISASTER POLICY

Seaside Learning Ltd

July 2024

Contingency/ Disaster Policy

Introduction: What is a Disaster Policy?

This policy was created for use in the event of any type of incident which requires a large-scale evacuation of students and staff or in the event of an emergency.

Incidents that could happen during, and outside, normal working hours including weekends and holidays. These incidents include:

- public health incidents (for example, a significant infectious disease incident)
- severe weather (for example, extreme heat, flooding, storms or snow)
- serious injury to a child, pupil, student, or member of staff (for example, transport accident)
- fire risk and any hazards
- significant damage to building (for example, fire or structural incident requiring temporary structural supports to the building or closure)
- criminal activity (for example, a bomb threat)
- loss of power or telecommunications
- disruption to normal services
- cyber incident or data breach
- the impact and lasting effects of a disaster in the local community

This policy covers guidance that Seaside Learning should follow if a disaster or emergency takes place on a school trip or outing.

The Aim of this Policy

To enable Seaside Learning to run in a safe and secure manner should there be an incident that compromises the organisation. In the event of a large scale emergency to guide the prompt management of student and staff relocation. To support staff whilst on a school outing or trip should disaster or emergency occur.

The Objectives of this Policy

- Protect the safety and welfare of students, school staff, and visitors.
- Provide for a safe and coordinated response to emergencies.
- Enable the Seaside Learning to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for coordination between the Seaside Learning and emergency services.
- Provide for the orderly provision of accurate information to all parties regarding the management of the situation and the function of Seaside Learning during that time.
- To provide a plan should disaster occur during a school trip or visit

Procedures & Practices

Communication

It is a priority that all members of staff are informed quickly, simply and factually of the event and the response to it. Briefing notes and agreed statements will be formulated and distributed as quickly as possible.

Mobile phones for key staff will be used to contact all staff. Staff should ensure that they notify the director of Seaside Learning (James Lumber) if any changes to their personal circumstance, address or contact number has changed.

An early decision must be made about providing information to parents and carers, other agencies, and transport providers to ensure students are collected from offsite trips in a timely manner.

Media Management

All communications with the press will be managed by the director of Seaside Learning - James Lumber.

Emergency Actions

The director of Seaside Learning will determine the extent of the emergency and decide on the immediate course of action which may comprise:

Calling emergency services and informing parents / carers.

First Aid and Pastoral Support

Seaside Learning staff will ensure that anyone requiring first aid is attended to by a qualified first aider. Emergency services will be contacted in the event that first aid is not adequate and parents / carers will be promptly informed. In all instances, the accident book will be completed as soon as possible after the emergency is over.

Persons with Particular Responsibilities

The director - James Lumber is responsible for Seaside Learning's response to an emergency.

Emergency or Disaster Offsite

Seaside Learning is an Alternative Provision with most teaching sessions taking place in the students home. However students are taken to other sites such as the beach, the park, cafes and other recreational environments for other forms of learning. Therefore there needs to be a strong offsite emergency protocol outlined in the event of a large scale emergency.

In the event of an emergency or disaster offsite during a trip or visit the member of staff will follow the emergency protocols outlined below:

1. Stay calm.
2. Assess the situation (establish the nature and extent of the emergency as quickly as possible and check for further danger).
3. Ensure you are safe (you are the priority at this stage, if you become injured you will not be in a position to help others).
4. Ensure the rest of the group are safe, and let everyone know you are taking charge.
5. Establish the names of any casualties and get immediate medical attention for them. Monitor casualties' conditions at all times.
6. Ensure that all group members who need to know are aware of the situation and are following the emergency procedures.
7. If possible ensure that the casualty is accompanied to the hospital and that the rest of the group are kept together. Monitor the rest of the group at all times.
8. Notify the emergency services as appropriate.
9. Inform the lead contact person within the organisation (James Lumber) who will then contact the parents / carer of student.
10. Keep a record of all details of the accident. This should include nature, date and time; location of incident; names of casualties and details of their injury; names of others involved; action taken so far; action yet to be taken.
11. Ascertain names and telephone numbers for future calls- eg. witnesses, police, hospitals etc.
12. Refer media enquiries to a designated media contact base- eg. the Seaside Learning Director.
13. Complete an accident report form as soon as possible after the event.
14. The director will notify insurers and solicitors, if appropriate, as soon as possible.

First Contact Emergency Response: On Receiving a Call

In the event of receiving an emergency call from a group on a visit, the first responder needs to remain calm to be able to take down some key information without missing anything. Emergency responders should carry out the following actions, as appropriate:

1. Take down the following information:
 - Who is calling?
 - What is their role in the group (visit leader, assistant leader, participant)?
 - What number can they be called back on should the call disconnect?
 - What has happened? What is the nature of the emergency?
 - What is the number and status of the casualties?
 - What is their current location?
 - What is the total number of people in the party?
 - Are they staying where they are or moving? If they are moving where to?
 - What help do they require?
 - What time did the accident happen?
 - What time is it now? What is the time difference if outside the UK?
 - What services have been called or are in attendance?

Post Disaster Actions for Recovery and Business Continuity

The director of Seaside Learning will formulate a recovery plan that may involve:

- Conduct an internal investigation into the emergency to develop preventative measures.
- Inform Local Authorities of current situation and also of the measures taken to resolve it.
- Determining the need for post-traumatic stress counselling for staff and students.
- Reviewing damage to files and records and reconstituting where necessary.
- Organising communication to all parties regarding progress of recovery.

Long Term Crisis Management Plan

Tasks and timescales:

- Obtain factual information at start of crisis: *Within Hours*
- Establish a plan of action: *Within Hours*
- Contact families until all informed: *Within Hours*
- Call a staff meeting to give information: *Same Day*
- Inform students in small groups ensuring therapy teams or relevant trained staff are available to support : *Same Day*
- Debriefing for staff involved in disaster: *Same Day*
- Debriefing for students involved in disaster: *ASAP*
- Identify high risk staff and students: *Next few days*
- Promote discussion in class/meeting: *Next few days*
- Identify need for group/individual treatment: *Days/weeks*
- Organise treatment: *Days/weeks*

In the Event of Extraordinary Closure

In the event that Seaside Learning has to close due to nationwide illness/epidemic, the government will offer guidance that schools should follow. In this instance, Seaside Learning will contact parents and carers, Local Authorities and SEN transport to ensure that they are kept abreast of changes as they happen. Government guidance and guidelines will be followed to ensure that staff and students are appropriately catered for.

In Cases of Terrorism

The current global situation means that the possibility of being close to, or caught up in, a terrorist attack is a risk we all face. Like all risks this needs to be kept in perspective and managed in a thoughtful and proportionate way. The UK government identifies five levels of threat from low to critical. Since 2006 when the level was first published, the UK has never been below 'substantial'- the middle level. The following guidance should be followed to ensure that staff can be vigilant and reduce the vulnerability of our students whilst carrying on as normally as possible. When planning any visit, the school will consider the likelihood of the destination, venue and transport being subject to terrorist attack and risk assess accordingly.

Critical Incidents

A critical incident is defined as an incident or situation involving trauma, fatality or serious injury to an individual or serious damage to property. By its very nature such an incident is sudden, unpredictable and outside the range of normal human experience. Such events are normally very distressing to students and staff.

Infrequently, a serious crisis may affect your organisation. It can happen at the home of students or may involve pupils and/or staff when they are offsite / on a trip. Sometimes, an incident affecting the wider community may have a significant effect on your organisation.

Examples of some of the critical incidents that have occurred include:

- A death of a pupil
- Deaths of pupils as a result of long-term illness
- The sudden, unexpected death of a student or a member of staff
- The death of parents of students
- A serious, accidental injury of a pupil during the school day

If such incidents occur the director of Seaside Learning will put a plan in place.

Further Reading

This policy was created and compiled using the following documents:

[West Heath School: Disaster, Response and Recovery Plan](#)

[Emergency planning and response for education, childcare, and children's social care settings](#)

[School emergencies: National resources for schools](#)

Relevant Policies:

[Risk Assessment Policy](#)

[First Aid Policy](#)

[Risk Assessment Overview](#)

This policy was reviewed on 29.08.2024 by James Lumber - Director of Seaside Learning Ltd