

Emergency – Contingency Plan

Updated May 2022

Emergency Preparedness

The following information is provided to ensure schools, students, parents and all UK Guardians staff know what to do and know the procedure to get children to a safe place in the event of a school-wide emergency or an event that causes students to be released at an unplanned time.

Please note, school phones may not be answered in the event of an emergency. We recommend that parents contact UK Guardians if made aware of a school emergency. Children will only be released to the parent/guardian or designated person listed on their emergency contact list.

Please note: During an emergency situation, schools we will be unable to attempt to contact parents/guardians. This means the first person who arrives at the school and is listed on the emergency card will be able to sign out and leave with the child. The school will make a note of who signs a student out and their destinations so a parent/guardian will know how to locate their child.

Collecting a Child from school In An Emergency Situation

When arriving at a school to pick up a child, please remain calm and patient while they go through the process of validating permission, etc.

Staff must always have I.D. (driver's license or passport). This is critically important to ensure the students are released only to authorised person.

DO NOT BLOCK emergency vehicles. The school must have open access for emergency equipment and vehicles. If possible, walk to the school. Keep cars away from the campus and parking lot. Once you arrive at the campus, you will be directed to the collection area.

Please do not take any children without first getting them properly released. The school must maintain an accurate record of students being picked up by authorised adults.

Once you arrive at the correct area, wait for your turn, and identify yourself and whom you are picking up. Present your identification to the school staff member who is helping you. Remember you must be listed on the emergency contact list if picking up students.

This procedure will take some time! These procedures are set up to make sure each child is released to an authorised adult, to account for each child, and to make the atmosphere as calm and non-stressful as possible for both the students who are waiting and the parents/guardians who are checking the students out.

After signing out the children, please leave the campus immediately.

As soon as the child is in the care of UK Guardians parents will be contacted and updated on the safety of their child and the situation. Accommodation plan will then begin:

1. Plan

This plan applies to UK Guardians students who are travelling unaccompanied and who are affected by a major incident. For example, severe weather which closes an airport or an incident that closes a school or an airport whilst in transit, deeming their onward journey impossible or subject to major delays.

The plan is to ensure that the child is in a safe place and where required to a safe and suitable accommodation, which will be dependent upon whether the incident takes place within the UK or at a transport hub or location outside the UK. All plans will be made in cooperation with the school, parents, transport companies and any authorities involved in the incident.

2. An incident within the UK

UK Guardians as a standard policy allows significant extra time to travel to airports, allowing for those times when check-in delays occur, for example when enhanced security checks are required, or travel problems on route occur due to traffic accidents and or bad weather.

If a student's flight is cancelled or missed due to an incident, UK Guardians make it their responsibility to keep the student safe always. If a student needs to be accompanied at the airport, UK Guardians will arrange a representative to sit and supervise the child until they can continue with their journey.

3. An incident outside the UK at a transport hub

UK Guardians will remain in contact with parents, schools and students in a situation where the student is stranded at an airport and unaccompanied, whilst attempting to travel back to the UK or on their outward journey. Whilst it would not be possible for our staff to travel to be with them, we will do all that is possible to liaise with authorities, ascertain all relevant information and help with contingency arrangements, providing constant updates for parents, schools and students. In certain extreme circumstances International helplines will be set up for all enquiries and details of these will be available via the internet and social media, as important points of contact with the statutory authorities. Where there is no direct assistance with accommodation and if it appears likely they child requires overnight accommodation, we will under the direction of parents, arrange for a hotel or alternative accommodation as instructed.

UK Guardians emergency telephone +44 7833 11 59 15 and + 44 1425 529118 will remain live and available to anyone involved 24/7. In the event of our telephone being overloaded with calls, we will provide and announce alternative telephone numbers to be used in addition, maintaining our 24/7 contact accessibility.

Throughout the incident period UK Guardians UK will communicate with all parties concerned including the schools, drivers, parents and especially the students ensuring they are and feel safe and reassured.

4. Emergency Contacts

Designated Safeguarding Lead – April Miller
Phone: +44(0) 1425 529118 or +44(0) 7534258132
Email: april@ukguardians.co.uk

Director – Helen Herridge
Phone: +44(0) 7833 11 59 15
Email: helen@ukguardians.co.uk

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