



School Emergency Management Plan

Parents and carers trust the school to keep their children safe. Thanks to the dedicated staff, directors, and trustees the school will remain a safe haven for LVBS students. Unfortunately, due to circumstances, the school or its students can become involved in an emergency or suffer disruption at any time. Planning for such emergencies can save lives. It can prevent an incident getting worse and help the school reduce the likelihood of such disruptive incidents occurring, reducing the potential impact should they occur.

Definition of an Emergency

An incident – or incidents – usually sudden, which involves experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures, and which is likely to have serious emotional and organisational consequences.

In school:

- A deliberate act of violence, such as the use of a knife or firearm
- The death of a pupil or member of staff through natural causes or accidents
- A fire on school premises
- A pupil or teacher being taken hostage

Outside school:

- The death of a pupil or member of staff through natural causes or accidents
- A more widespread disaster in the community
- Death or injuries on school journeys or excursions
- Civil disturbances and terrorism

In respect of school trips and visits, guidance is available from the DfE's good practice guide Health & Safety of Pupils on Educational Visits and Local Authority guidelines, along with LVBS's own risk assessments.

School Details

School name: London Vocational Ballet School

Type of school: Independent School

Academic Director (Head): Kate Blakeburn

Artistic Director: Lousie Bennett

Designated Safeguarding Lead: Megan Webster-Shaw

Chair to Trustees: Giada Vercelli

Approximate number of Staff and Trustees: 40

Approximate number of pupils: 55

Age range: 10 -16

Address: 58 Bulwer Street, London, W12 8AP

Telephone number: 0208 746 0412

Email address: hello@londonvocationalballetschool.com

Activation

In the event of a school related emergency, the proposed arrangement is outlined here:

- Incident occurs
- Emergency Services contacted if required.
- Directors are informed or staff members in charge if Directors are involved or not available.
- Directors /staff in charge contact: -
- Outside Professionals/ Emergency services if not yet contacted
- Directors contact relevant Hammersmith and Fulham School Services. They will instruct to contact parents.
- Open and continue to maintain, a personal log of all factual information received, actions taken, and the time of those events. See attached forms.

Lockdown statement and Plan

Martyn's Law, named in honor of a tragic incident that highlighted the need for more stringent school security measures, has become a cornerstone in shaping modern lockdown policies. The law mandates a series of actions and protocols designed to bolster school safety.

LVBS will be placed in the category of Standard Tier when the law is passed. The school is looking into an emergency system that alerts everyone in the school of an urgent need to lockdown. Currently the school uses the Staff Whatsapp to alert.

Students are taught about the need for such drills but also to balance that in most cases schools are not placed in the position to go into a 'lockdown' situation.

Lockdown drills will not be undertaken due to the reported stress this causes in young people. However, LVBS will organise an assembly where students will hear the alarm sound in a controlled environment so they are familiar with procedures. Parents will be informed 2 days before this assembly and may 'opt' their child out if they so wish.

Lockdown procedures

Offices - If the alarm sounds, staff who are working in the downstairs office must ensure that fire door 1 is shut. They should then collect their mobiles and make their way to the Green Room.

Green Room - Staff who are in the Green room should make sure that any students who are in the downstairs changing areas are evacuated and make their way to Wigoder.

Wigoder - Staff to ask students in the studio to sit down and then help to make sure that any students who are in the changing areas downstairs are evacuated out of the changing areas and into Wigoder.

Whittingham - Staff to ask students in the studio to sit down and then help to make sure that any students who are in the changing area upstairs are evacuated out of the changing areas and into Whittingham. If possible a member of staff should check to make sure fire door 4 is secure.

Garden - Staff and students should make their way to Wigoder.

Class rooms - Staff and students to remain in their classrooms and await further instructions via the LVBS comms group.

Corridors - Staff in the upstairs office should sweep the corridors on the 1st level and check for students in the corridors and boys changing room. They should then be directed to the nearest classroom.

As soon as the alarm sounds and it is established that it is not a false alarm, a member of the SMT or office staff from WLSD should contact the police using 999.

Media Interest

If media attention is drawn staff MUST NOT release names of any students or staff unless formally agreed by the parents or those involved. They must not answer questions and instead use a standard holding phrase like 'I cannot comment on the

situation'. They should ask for the reporter's name and outlet and pass those details onto the Emergency Management Team. Information is only released by nominated members of the Emergency Management Team as set out below.

Emergency Management Team

The Directors, DSL and Trustees (as appropriate) will form an 'Emergency Management Team'.

One member of staff will be nominated by the SMT to answer telephone calls.

Set up arrangements to enable accurate information to flow into and out of the school and for telephone calls, ensuring: -

1. Sufficient help is available to answer the many calls that could be received (The Local Authority Support Team will be able to assist with a 'Help-Line')
2. Staff maintain records of all calls received
3. A brief, but up-to-date prepared statement is available for outgoing calls only – mobile phone text messages can be useful – but remember such messages can be readily intercepted.
4. Staff on telephones are reminded that some calls could be bogus

Meeting with School community

A meeting with ALL staff will be arranged and a briefing of events given.

Students to be told of events when appropriate and to be joined by staff so as to give support if needed.

Maintain consent contact with parents involved at all times.

List of contacts required:

School Emergency Management Team			
Name/Role	Role	Email	Additional info
Kate Blakeburn	Academic Director	Kate.blakeburn@londonvocationalballetschool.com	Communicate with services - central point of information.
Louise Bennett	Artistic Director	louise.bennett@londonvocationalballetschool.com	Communicate with services - central point of information.

Megan Webster - Shaw	DSL	Meganwebster-shaw@londonvocationalballetschool.com	Communicate with services - central point of information.
Margaret Ward Martin	DSL to the Trustees	margaret.wardmartin@londonvocationalballetschool.com	Support
Giada Vercelli	Chair of Trustees	giada.vercelli@londonvocationalballetschool.com	Communicate with Press
Louise Ince	Business Manager & Bursar	louise.ince@londonvocationalballetschool.com	Support

Approval body: LVBS SMT
Revised date: September 2026
Review Schedule: 1 year
Next review date: September 2027