



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
- Director of Business Operations: Gavin McCaig
- Academic Director: Kate Blakeburn
- DSL: Kerry Williams
- Chair to Trustees: Kelly Richardson
- Approximate number of staff and Trustees: 33
- Approximate number of pupils: 49
- 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.

Media

If media attention is drawn staff MUST NOT release names unless formally agreed by the parents or those involved. Information is only released by nominated members of 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. brief, but up-to-date prepared statements are available for outgoing calls only – mobile phone 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	Contact number	Email	Additional info
Gavin McCaig Director of Business Operations		Gavin.mccaig@londonvocationalballetschool.com	Communicate with parents and staff
Kate Blakeburn Academic Director		Kate.blakeburn@londonvocationalballetschool.com	Communicate with services - central point of information.
Kerry Williams Designated Safeguarding Lead		Kerry.williams@londonvocationalballetschool.com	Communicate with Local Authority
Kelly Richardson Chair of Trustees		kelly.richardson@londonvocationalballetschool.com	Communicate with Press

Policy written by Kerry Williams – Head of Pastoral Care and Safeguarding
Approval body: LVBS Trustees
Revised date: February 2024
Review Schedule: 1 year
Next review date: February 2025