

# OFF-SITE EMERGENCY POLICY AND PROCEDURE

## Introduction

Varsity International are committed to the safeguarding and safety of children during their time with us.

A key part of the Varsity International programme is taking children on excursions. This document aims to provide guidance on dealing with being caught up in an emergency situation whilst off-site, including but not limited to a terrorist incident or civil unrest.

## Excursion Locations

All excursions are pre-planned by Head Office. Alternative excursions will be used in response to ongoing risk assessments and the UK terror threat. Head Office will keep the Camp Managers updated on any changes.

## Before an Excursion

Before any excursion the Camp Manager will talk through the itinerary with the staff who will lead the trip. It is the responsibility of all staff to ensure that all information is provided for the excursion, including, but not limited to, an accurate name list and medical details of the children in their care.

The Head Office staff and Camp Manager will keep up to date with current new and check the government threat level - <https://www.mi5.gov.uk/threat-levels> which in part will guide decision making on whether a trip should go ahead as planned.

## Responding to an emergency during an excursion

If caught up in an emergency situation the main objective of staff is to keep their sub-group together and keep them as safe as possible. Each excursion will have a designated Excursion Lead will coordinate staff and children.

In the case of a terrorist attack, the immediate advice is to 'run, hide, tell' - get away from the danger, try to find a safe place, call the emergency services. The whole excursion group should not try to stay together at this point, each staff member must try to do this with their sub-group and account for the students they are responsible for. Groups should make their way to the Primary Emergency Meeting Point marked on their map. If this point is not accessible then they should make their way to the Secondary Emergency Meeting Point.

In the case of civil unrest, the group either or as sub-groups should move away from the source of the unrest, take alternative routes and seek advice from any person in authority such as the police. Groups should make their way to the Primary Emergency Meeting Point marked on their map. If this point is not accessible then they should make their way to the Secondary Emergency Meeting Point.

All leaders on the excursion will have the following information:

- Names of everyone on the excursion broken into sub-groups
- Phone numbers for all leaders
- Phone numbers for all students who have a phone
- Itinerary & route map with a primary and secondary emergency meeting point marked
- Medical information for all relevant people on the excursion

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There will always be a first aider on every excursion who will be able to provide immediate first aid, if needed.

Head Office and Post Emergency

At the earliest possible time, the excursion leader must call the Managing Director to inform him of the situation.

They must then work to confirm that all members of the group are safe. If they are then they will remain at the emergency meeting point and await further instructions from the MD.

If they are missing people, they must try to get in contact with them, either via the sub-group leader (if missing a whole group) or by an individual student mobile (if missing a single individual and if they have a mobile phone). Depending on the type and scale of emergency, the excursion leader should communicate with the relevant emergency services to report the missing people. If safe to do so, staff can look for the missing people using the guidance within the Excursion Policy and Procedure however this will depend on the nature of the emergency – staff must not put themselves into further danger.

Head Office will continue to work with the excursion leader to manage the incident.

## Subsequent Action

Always follow the advice of the emergency services.

If any casualties of the group are taken to hospital, ensure that an instructor accompanies them taking any medical details with them.

In an emergency, the aim is to return the group to the camp as soon as possible.

Always keep in communication with Head Office. On the ground staff must aim to keep the group safe and keep them reassured whilst the situation is resolved.

## DO NOT:

- Contact parents/agents or any outside agencies. This will be done by Head Office.
- Speak to the Media
- Allow photos, it may be necessary to collect student mobiles.

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