



# **Montgomery High School**

## **Guidelines for School Visits in the Event of an Emergency**

**Approved by the Student Welfare Committee:**

**13/11/13**

**Review period**

**3 years**

## **GUIDELINES FOR SCHOOL VISITS IN THE EVENT OF AN EMERGENCY**

### **Visit Leaders**

1. Visit leaders should establish an order of responsibility to indicate who will take over should the original leader be incapacitated during the visit.
2. The visit leader should have a schedule showing which members of the Senior Leadership Team are available to be contacted in the event of an emergency at any time.
3. All the visit leaders will carry a complete list of contact numbers for all children and adults on the visit roster.
4. **In the event of press involvement –**
  - a) All requests for information should be directed to the Headteacher or his/her representative, according to the schedule of the Senior Leadership Team contacts. This applies to all staff and Governors on the visit or at school. It is vital that there is only one authoritative voice, and all others should refer reporters to him/her to ensure consistency.
  - b) The group leader should contact the Headteacher or representative immediately and brief him/her on the situation.
  - c) The Headteacher or his/her representative (and the group leader) should make it quite clear that a statement will be made at the time which allows preparation and marshalling of all necessary facts by the Headteacher, or the group leader, if more appropriate.
  - d) The Headteacher will inform the Chair and/or Vice Chair of Governors of the emergency as soon as possible
  - e) Group leaders should make every effort to avoid contact between children and the media.
  - f) Messages home should carry the same advice to parents – that press statements should be left to the senior members of staff available, and that enquiries from reporters should be referred to him/her.
  - g) Depending on the seriousness of the emergency, it may be necessary to call a press conference. This should be done at school.
  - h) The return home, whether as scheduled earlier or later, should be in as controlled environment as possible. Coaches should deliver children directly into school grounds and away from the front of school.
  - i) It may be necessary/desirable for the Headteacher or his/her representative to visit the party's location as part of the inevitable enquiry into any emergency.
  - j) Positive aspects of the emergency should be emphasised to the press.

Visit emergencies are challenging experiences and these guidelines are designed to minimise unnecessary impacts.