



EduDiverse

Emergency Procedure Policy



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Introduction & Purpose

This policy applies to anyone working on behalf of EduDiverse, including paid staff, volunteers, sessional workers, agency staff and students. Its purpose is to protect and enhance the safety and wellbeing of all children and young people by actively promoting awareness, good practice and robust procedures.

Policy Principles & Values

- EduDiverse is committed to ensuring that all staff and students are kept safe.
- EduDiverse recognises that events outside of our control may occasionally impact the delivery of student sessions.

Procedures

Weather

- If EduDiverse determines that weather conditions make it unsafe for staff or students to travel to sessions, the school and parents/carers will be contacted and the session postponed or cancelled.
- If weather conditions make the planned adventurous activity unsafe, a substitute activity will be provided in line with the booking terms and conditions.

Terrorist Attack

- If a terrorist attack occurs in the close vicinity of a staff member or student, all sessions will be cancelled immediately until EduDiverse can ensure it is safe to resume. The Designated Safeguarding Lead (DSL) will contact all affected parties and communicate the emergency plan.
- If a terrorist incident occurs nearby while a staff member and student are out in public, staff must follow all instructions from emergency services. The staff member should contact the DSL as soon as it is safe to do so. The DSL will then inform parents/carers and the student's school.
- As soon as it is safe, the student must be returned home to their parent or carer.
- An incident form must be completed as soon as possible.

Emergency Closure

In the unlikely event that EduDiverse must close unexpectedly, all staff, parents/carers and commissioning schools will be contacted, and contacted again once the service reopens.

High-Risk Situation

- In the event of a violent or high-risk situation, staff must call the police on 999.



- Staff must also contact the DSL, who will advise on next steps.
- EduDiverse takes its duty of care extremely seriously. If any staff member feels threatened or unsafe, they must leave the situation as soon as it is safe to do so.
- An incident form must be completed as soon as possible.

Missing Person

- If a student leaves the session site or cannot be accounted for, staff must call 999 and report them as a missing person.
- Staff must then contact the DSL, who will inform the student's school and parents/carers.

Car Accident or Breakdown

- If a staff member has a car accident while transporting a student, emergency services must be called, and the parent/carer and school or commissioning agency informed.
- An accident form must be completed.
- If the accident is minor but the vehicle cannot be driven, staff must contact the DSL, who will determine the next steps. This may include arranging for a parent, carer or school to collect the student.
- If a staff vehicle breaks down, staff must contact the student's school and parent/carer to advise that they may need to collect the student if no alternative EduDiverse transport is available.

Serious Student/Staff Accident or Injury at Work

- In the event of a serious accident or injury while working with a student, staff must call 999 immediately.
- The DSL must be informed as soon as possible.
- An accident form must be completed.

Pandemic

- In the event of a pandemic, such as Covid-19, EduDiverse will continue to offer face-to-face education as an essential service, provided this is in line with government guidance.
- EduDiverse is committed to keeping all staff, students, parents and carers safe and will follow all government guidance and seek professional advice where necessary.

This policy was last reviewed on:

Date: 01/09/2025

Signed: James Ranson (DSL)