



## **Crisis Management**

Trent College plans to manage extreme circumstances so the welfare of its pupils and staff are of paramount importance. A Risk Register is maintained by the Bursar and presented to every finance and general purposes meeting, 3 per year, a copy of the risk register is sent to the Chair of every Governors sub-committee & presented to the main board once per year. In addition, the School Contingency Plan is also maintained by the Bursar, in consultation with the Senior Leadership Team, and is issued to all staff taking pupils away on major school expeditions.

### **Defining extreme circumstances**

We define an extreme circumstance as an event which leads to major disruption of our normal routine. Such 'disasters' are rare and may include: the death of a pupil or pupils on or off the campus during term-time; death of a member of staff on or off campus during term time; serious injury to staff, pupils or visitors during the school day; national or local disaster; an epidemic or pandemic; public scandal affecting the school; serious breach of security; fire; flood; extensive power failure; terrorism or widespread vandalism.

In case of any bereavement the School Counsellor will advise on how to support all members of our community.

### **Channels of Communication**

The Head must be immediately informed of any extreme circumstance or disaster. Should the Head be unavailable or involved in the disaster then the decision making will be devolved to the Bursar and both Deputy Heads. The Head of the Elms will also be involved in managing the situation. Advice will be sought from relevant local and national agencies.

The following support resources must be available to manage the crisis:

- All staff names, addresses and phone numbers;
- All pupils names and addresses;
- Contact details for HMC, teaching unions, BSA, Chair of the Board of Governors;
- Contact details for supplying legal advice;
- Contact details of the College Insurance company;
- Contact details for all emergency services;
- Media contact details;
- Contact details of SLT if during school holidays.

Copies of the above information should be held in the Head's Office and the Bursar's Office.

The Director of Marketing and Development will coordinate communication with the press.

### **Major illness or epidemic in a boarding house**

In case of a major illness or epidemic in a boarding house then the School will take Medical Advice on how to manage this crisis and safeguard the welfare of the boarders. In extreme circumstances it may be necessary to:

- Close a boarding house - in which case instructions will be passed to parents on how to collect all boarders.

- Quarantine a group of boarders within a particular house – in which case instructions will be passed to parents on the procedures being followed by the school and where advice had been taken from.

### **Most extreme circumstances such as a major fire**

In extreme circumstances it may be necessary to close the school – in which case instructions will be passed to parents on how to collect all pupils and when the School is likely to reopen. The evacuation of the school will be an orderly process and follow our College evacuation procedures. The Elms will be fully involved in the management of the Crisis. Emergency services will be involved so the normal routine can be resumed as soon as possible.

In all such cases the School Web Site will be a major means of communications with pupils and parents to keep them up to date with developments.