



Emergency Plan

Updated: 23/04/2021

UK2Learn Guardianship Ltd “UK2Learn” provides a personal, yet professional guardianship service for international students studying in the UK. We are a small, family company that knows all our students personally and our high level of experience means we can cope with all demands.

We aim to make sure that each student can fulfil their academic potential in a safe, caring environment as a member of the UK2Learn family.

Emergency Plan

UK2Learn strives to create a safe and caring environment for everyone but there is always a risk of an emergency situation occurring. This could include, but is of course not limited to:

- Fire or terrorism act close by or inside the UK2Learn office “Crossways”
- Health Pandemic
- Missing student
- The death of a student or member of a host family
- School unable to accommodate student

The purpose of this plan is to help enable a fast response to be taken in the event of an emergency, the main priorities for UK2Learn are:

- Remove students from danger as quickly as possible
- Where appropriate, inform and assist emergency services
- When necessary, treat any casualties
- Help those who have been displaced but are not injured
- Liaise with the emergency services and other authorities and, where the situation is serious, hand over responsibility for the incident/emergency

In all situations, UK2Learn’s Managing Director, Alex Mackie will be the dedicated team member to have overall responsibility for the duration of any emergency. Alex Mackie is also UK2Learn’s Designated Safeguarding Lead (DSL) and can be contacted at anytime on +44 (0) 7917820033.

If it is not possible for Alex Mackie to be contacted or for him to lead in an emergency, the position will be filled by, first, Sheila Hastings-Rose and secondly, Lucy Barton.

Fire or Terrorism Act Close by or Inside Crossways

When there is a hazard within Crossways such as a fire or flood, all occupants within the building should be evacuated to safety. Other incidents such as a bomb threat or receipt of a suspicious package may also require evacuation. To protect UK2Learn employees from an act of violence or terrorism, a “lockdown” inside the office room or within the whole

building of Crossways shall be broadcast to make everyone aware so they know to hide or barricade themselves from the perpetrator.

Protective actions for life safety include:

Evacuation
Sheltering
Shelter-In-Place
Lockdown

The National Counter-terrorism Security Office have published the following advice in the event of a terrorist attack in a public place. The key message for the public is 'Run, Hide, Tell':

- **Run** - to a place of safety. This is a far better option than to surrender or negotiate. If there's *nowhere to go, then...*
- **Hide** - it's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally, and only when it is *safe to do so ...*
- **Tell** - the police by calling 999

Should there be any incident whilst students are within the school, we would advise all students to follow school advice and procedures.

Health Pandemic

Should a Health Pandemic arise the relevant government guidelines would inform the actions of UK2Learn and any other parties involved, for example the School or Host Family.

These details can be found at the government website:

<https://www.gov.uk/guidance/pandemic-flu#sector-specific-guidance> and are regularly accessed by the Designated Safeguarding Lead (DSL) to ensure we're aware of any updates in this area. We would also work according to the Department of Education's guidelines for actions in the case of a Health Pandemic, which are currently under review. The DSL would also act under the advice of the Department of Health, and the Worldwide Health Organisation to inform any actions taken

Missing Student

In the event that a student is deemed to be missing we would advise all staff and partners to follow the Absent and Missing Student Policy, to take the appropriate action to try and locate the missing student as soon as possible. In this way, the procedure of contacting DSL and follow up Cause for Concern and Missing Student Risk Assessment would apply, with view to assisting emergency services when necessary, with the relevant information.

For more details on the Missing Student course of action, the full policy can be viewed at: <http://oxbridgeguardians.co.uk/policies-andprocedures>

Death of a Student or member of a host family

Should the unfortunate case happen that the death of a student or a member of the host family, the DSL & ADSL would liaise with the involved parties (parents, school, emergency services, host family) to organise the most appropriate course of action. All action should be taken with view to respecting the student & their family's privacy, and to preventing any following safeguarding concerns affecting any of the other students or staff members at UK2Learn.

School unable to accommodate Student

In the event that the school are unable to accommodate a student, due to health or disciplinary reasons, UK2Learn will step in to provide emergency accommodation. In the case of expulsion, and under extreme circumstances UK2Learn may relinquish their responsibility for the student, in discussion with parents and school with regard to the student's safety and wellbeing at all times.

UK2Learn has a wide network of host families to suit each student and can ensure that a student will be found accommodation in an emergency. UK2Learn's main office, Crossways also has accommodation for students which will always be available in an emergency.

This Plan Review

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Responsibility for handbook review:	Lucy Barton/Alex Mackie