



## **Study Links Emergency Plan**

As Guardians, we aim to ensure the safety and wellbeing of students in our care is maintained at all times, in line with the Study Links Safeguarding Policy and other related policies: Prevent, Missing Student, Anti-bullying, Safe use of the Internet, and Safer Recruitment.

We have developed the following plans for emergency situations which may arise, which include

- Health pandemics
- Terrorism
- Natural Disasters
- Serious Injury/Illness of a Student
- Death of a Student
- Students who cannot be accommodated by a school for any reason including illness or disciplinary action
- School closure.

### **Priorities**

In order that action is taken swiftly and competently in any emergency situations, the immediate priorities for Study Links Staff are the following:

- Removing students from danger as quickly as possible.
- Informing emergency services where necessary and handing over responsibility for the incident/emergency to them.
- Ringing the Study Links' Designated Safeguarding Lead, Ailie Fan, who will act as the point of contact for all further action.
- Should an incident occur in school, we would advise all students to follow school procedures and we would support school staff where needed.
- Consulting relevant government guidelines where necessary
- Any follow-up action would be in proportion to the level of risk presented by the situation but would include the following: close monitoring of the student's safety, well-being and state of mind, keeping parents and other relevant parties continually informed of developments, recording of all events, action and communication.

### **Health Pandemics**

- Should a Health Pandemic arise, the relevant government regulations and guidelines would inform our actions and policies. The Designated Safeguarding Lead would keep staff regularly updated to ensure they are aware of any new developments as they arise and policies would be adapted accordingly.
- We would work with schools, homestays and parents to ensure that all safety measures were carefully adhered to and that students were following procedure and remained safe and well.

### **Terrorism**

If we believed students under Study Links Guardianship were in a situation involving terrorism, we would inform the emergency services as soon as possible.

### **Natural Disasters**

- In the event of a natural disaster, Study Links would consult government guidelines and act accordingly.
- If flights were affected, suitable emergency accommodation and transport would be arranged for students and assistance given to families with rearranging flights or making alternative plans as required.

### **Missing Students**

Please see Study Links Missing Student Policy - <https://studylinks.com/ams/>

### **Serious Injury or Illness of a student**

- Study Links would try to ascertain the seriousness of the injury or illness and where deemed necessary ring emergency services immediately to attend if this had not already been done.
- We would liaise with other parties involved: schools, homestays, emergency services, hospital staff to ensure the student is getting the best care and keep parents informed. The Designated Safeguarding lead or other Study Links staff member may need to go to the student to provide support to them and to other parties.
- We would support parents and assist with their travel and accommodation arrangements where appropriate.

### **Death of a Student**

- In the case of such an unfortunate event, the Designated Safeguarding Lead and/or the Deputy Safeguarding Lead where appropriate would liaise with the relevant parties (parents, schools, emergency services, doctors, host families) to organise the most appropriate course of action.
- All action should be taken with a view to respecting the family's wishes and privacy.

### **School unable to accommodate a student**

- If schools are unable to accommodate a student, due to health or disciplinary reasons, where necessary Study Links will organise emergency accommodation and transport and will liaise with schools, parents and the student about the arrangements.
- Homestays who will host in emergencies will be contacted and the circumstances explained to them to see if they are able and suitable to host in this case.
- Suitable accommodation will always be found for the student.

**School closure**

Please see the procedure in the event of a school closure: [School Closure procedure.docx](#)

**Emergency boarding accommodation**

If necessary, Study Links would arrange emergency boarding accommodation, and this would comply with AEGIS' requirements:

<https://studylinksint.sharepoint.com/:b:/s/StudyLinksInternational2/ETggwoBzwpJOgUORfVh00AABfHBZlq2UJ0i8j0p9DmmlLQ?e=Q9q26c>