



Emergency Procedure and Continuity Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Owner: JN/WAAKLF/BTCAS

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
March 2014	March 2015	May 2015	2	May 2016
		Nov 2016	3	Nov 2017
		January 2018	4	January 2019
		January 2019	5	January 2020
		November 2019	6	November 2020
		March 2020	7	March 2021
	GR6 Review (MA)	February 2021		February 2022
	GRW Review (AA/RA/LS)	February 2021		February 2022
	GRK Review (DH/LF)	February 2021		February 2022
	Overall	February 2021	8	February 2022
	GR6 Review (MA)	February 2022		February 2023
	GRW Review (AA/RA/LS)	February 2022		February 2023
	GRK Review (DH/LF)	February 2022		February 2023
	Overall	February 2022	9	February 2023
	GR6 Review (MA)	February 2023		February 2023
	GRW Review (AA)	February 2023		February 2023
	GRK Review (BT/LF)	February 2023		February 2023
	Overall	February 2023	10	February 2024
	GR6 Review (MA)	February 2024		February 2025
	GRW Review (AA)	February 2024		February 2025
	GRK Review (BT/LF)	February 2024		February 2025
	Overall Review	January 2024	11	February 2025
	Overall Review	January 2025	12	January 2026

	Overall Review	January 2026	13	January 2027
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Introduction

The Green Room sites and provisions are committed to ensuring that, in the event of major emergency or incident, they will provide an effective emergency response to minimise the impact of the Emergency and ensure the wellbeing and safety of all students and adults in their care. This policy also applies to the continuity of the work of the site/provision. This policy applies to all sites in which The Green Room operates, namely:

Addresses	GRW 4A Albert Street, Windsor, SL4 5BU GRC The Swan, 9 Mill Lane, Clewer, Windsor, SL4 5JG GRK 1 Old Park Farm, Forge Road, Kingsley, Bordon, GU35 9LU GRPK The Yard, Old Park Farm, Forge Road, Kingsley, Bordon, GU35 9LU GRF 104 Maidenhead Road, Windsor SL4 5EX
Contact Numbers	GRW 01753 866711 Mob: 07838 264711 GRC 01753 915420 Mob: 07723 632556 GRK 01420 487706 Mob: 07549 078891 GRPK 01420 487706 Mob: 07549 078891 GRF 01753 260710

Scope

This plan is crafted to enable pro to effectively manage and respond to a wide range of emergencies, including those occurring:

- within the provision during the provision day
- to the provision outside of provision hours
- on trips and journeys
- to students on the way to or from the provision
- from events immediately outside the provision gates
- from events that adversely affect an area wider than the provision itself
- National Emergency Alerts system alerts

National Emergency Alerts System: should staff receive an alert from the National Emergency Alert system there will be instruction on what to do delivered by the emergency services. The Head will validate the recommended course of action, and staff members are expected to adhere to the provided guidance which may include either to lockdown or evacuate depending on the situation at hand. If a lockdown or an evacuation is required it will be conducted to our Lockdown Policy or our Fire Safety Policy.

Definition

An emergency incident or crisis is an unforeseen event that disrupts the provision community, surpassing the normal coping capacity of the provision. The emergency incident may involve significant threat, damage or injury to property and individuals, and may have a long-term impact on students, staff, volunteers, visitors, trustees and parents. A major emergency may involve significant threat to the provision being able to operate.

The following are examples of emergency incidents that may impact on the provisions and require activation of this Emergency Plan

1. Physical Hazards:

- Fire or flood to buildings and contents
- Firearms / weapons / act of terrorism

2. Personal Safety:

- Death, accident, or assault to members of staff or students
- Missing Person(s) / abductions

3. Environmental and Community Threats:

- Natural major emergency incident within the local community
- Pandemic / severe long-term weather / other reasons the provision may be shut down

The Emergency and Continuity Plan will not list each type of Emergency situation but will provide a framework for Emergency Response that can be used in most Emergency situations. It is important that the Emergency and Continuity Procedure Policy is understood by those with the responsibility for implementation and activated immediately.

Aims of the Emergency and Continuity Plan

To provide effective emergency response arrangements that will ensure the wellbeing and safety of all children, adults and animals in the care of the provision, and the continuation of the provision's business.

Objectives of the Emergency and Continuity Plan

- Establish an effective framework of Emergency Response.
- Ensure that an emergency incident is communicated quickly and clearly to supporting agencies and partners, enabling support arrangements to be rapidly activated. Note the use of detailed arrangements in the lockdown procedure for both partial and full lockdowns.
- Maintain high standards of welfare and duty of care arrangements to students, staff, parents, animals, carers, visitors and volunteers.
- Ensure that actions and decision-making during the emergency incident is properly recorded in the Emergency Incident Record via the [Emergency Incident Report Form](#) or [Incident Report Template.docx](#)

- To minimise educational and administrative disruption within provision.
- To enable continuity of the provision business if provision property is not available.
- To facilitate the return to normal working arrangements at the earliest time.

Implementation / Evaluation

The action to be taken will vary according to the circumstances (eg. evacuation of the premises because of serious threat; bomb threat, serious accident; natural disasters in the community; acts of terrorism; etc). The Head and SLT will endeavour to keep all stakeholders informed of the situation/closure.

For Evacuation please see the Emergency Fire Evacuation Procedure Policy.

This is practised each half term at all sites to ensure students, staff, animals, volunteers and visitors can be evacuated quickly and safely.

For Lockdown please see the Lockdown Policy.

This is practised termly at all sites to ensure students, staff and visitors can be safely held inside provision premises until activities can resume or they can be safely evacuated. This is relevant to incidents in the provision or immediately outside the provision premises.

For Management of Trips including Emergencies during trips please see the Off-site Visits Policy.

All visits follow a specified checklist of preparation, delivery and review. This includes how to deal with emergencies.

For incidents concerning the provision outside of provision hours

GRF employs staff who live near to each site. These people are the first responders to the fire system should it be activated.

For GRW 10 other staff members who live locally are also alerted to an activation of the fire system so it can be investigated quickly and the emergency services called if needed.

For GRK the landlord is onsite to report incidents, as well as 3 local staff members.

For The Swan, Swan CIC (pub) staff are onsite until late evening and will monitor the security of the site. They will alert Green Room staff of any issues which may affect the provision's business via the Swan Site Security Whatsapp group. The Swan is also monitored by a CCTV system that can be accessed remotely if required.

For incidents involving students on the way to or from provision

We are alerted by the relevant taxi service of issues and deal with them following the guidelines below.

For Provision Closure events that adversely affect an area wider than the provision itself

The Executive Leadership Team (following a meeting with the Trustees if there is time) will invoke the plan below. The Head will implement the plan unless unavailable, in which case another member of the ELT will do so unless unavailable, in which case a member of the SLT will do so.

Action will be guided by the emergency services, local government or central government advice to provisions/citizens. For example, in the case of a pandemic or severe weather if RBWM alerts all provisions to close or reopen we will follow their advice.

Where health advice needs to be followed, action will be guided by central government advice to provisions/citizens.

Closure Plan

Should the provision need to be closed due to lack of staff or on government advice, the Head will advise all staff, parents/students, transport providers and scheduled visitors, including cleaners. The Head will advise how long the provision will be closed for. If the closure extends beyond a week, regular updates will be communicated every Monday to keep all concerned parties informed. Phone systems will have a message saying the provision is closed and the website will be updated; Twitter, Instagram and other social media platforms will be updated.

Staff will operate from home via Google Meet (for meetings/face-to-face appointments/therapy), Google Classrooms and Google Meet (for lessons), and online software platforms. The provision phones will be diverted to provision mobiles which will be monitored by staff from home. The Head will arrange substitutes where teachers may be unavailable due to illness.

Chromebooks will be issued to students who don't have computers at home if time allows. Where students do not have access to the Internet, physical resources will be provided if time allows.

The finance function will immediately issue the next term's invoices, and will continue to pay suppliers and honour direct debits set up.

Any staff disciplinary processes will be paused until provision resumes.

We will be guided by advice from JCQ and Exam Boards regarding public examinations.

The staff living near each provision will be responsible for ensuring the property is secure and remains in good condition eg. turning off the water in the event of a leak. These people are responsible for accepting packages, particularly exam materials. At The Swan, the security of the property will be assisted by Swan CIC staff and volunteers who work at the site. CCTV is also available at The Swan.

Animals at GRK will be rehoused to staff homes.

If the Internet ceases to function, communication/lessons/meetings will wait until it is functioning. If Arbor does not work the latest paper list of parents and students will be used with provision or staff mobile phones to contact parents. Attendance records will be maintained on paper until it is

functioning. If CPOMS doesn't work a paper record will be kept and the Designated Safeguarding Lead will be informed by phone. If Xero does not work, finance activities will wait until it is functioning. If online banking is unavailable activities will resume when it is functioning.

For extended provision closure there will be a reintegration process for students which will be communicated by the Head.

provision will be subject to a deep clean before students return as required.

Should the provision be closed due to a failure of the premises, alternative premises will be sourced e.g. Leisure Centres, Community Halls etc or virtual provision will operate to allow the provision to function until the building is restored.

In all emergencies the following guidelines will indicate how the situation should be handled:

A)

1. Gathering and Deciding on Communication:
 - The Head will strive to collect factual information and determine the appropriate recipients and communication method.
2. Internal Staff Communication:
 - Google Chat serves as the default communication tool for staff, facilitating real-time updates and documentation of the situation.
3. Parent and Student Communication:

B)

For communication with parents and students, the default method is sending letters home. If deemed inappropriate, Arbor text and email are the next default communication tools for reaching parents and students.

C)

Where necessary, steps will be taken immediately to ensure the welfare and physical safety of students, staff and volunteers/visitors, by evacuating the premises, alerting medical services, police, and/or other relevant emergency services. Student's prescribed medication will be taken from provision premises where it is safe to do so, to accompany that child.

D)

Students will be reunited with their families as soon as possible. They will only be released once a parent or carer has given permission.

E)

Where it has been necessary to evacuate students and staff or volunteers/visitors, they will assemble at designated Assembly Point for each premises.

F)

If the building cannot be reoccupied following an evacuation, students will be escorted to a designated safe place. GRW/GRC - The Windsor Leisure Centre, GRK/GRPK - Country Market, where a register will be taken.

G)

Where it is deemed necessary, the Executive Leadership Team will meet to decide on changes to strategy, and if there is sufficient time, a Trustee meeting will be called. The aim will be to assist in deciding, for example:

- if the provision should continue as normal if and how the provision should be represented at funerals/hospital(s) etc.
- if external support agencies should be invited into the provision to deal with possible cases of Post Traumatic Stress Disorder in staff, students or volunteers.
- other support that may be necessary for the provision, the staff, the students or volunteers
- actions to be taken to help the provision/farm/pub as a community to come to terms with the relevant events, etc

H)

Staff will monitor the return of provision students involved in traumatic events. The SLT team will also be aware of the needs of the staff that may have been involved.

Mental Health Support Plan for Emergency Incidents

The Green Room provisions recognise that emergency incidents may have a lasting impact on the mental well-being of students, staff, and the wider provision community. To ensure effective emotional and psychological support, the following measures will be implemented:

1. Immediate Support After an Incident

- The Designated Safeguarding Lead (DSL) will assess the emotional impact on students and staff.
- Safe spaces will be available for those needing immediate emotional support.
- Staff will receive guidance on recognising trauma responses in students and themselves.

2. Referral & Counseling Services

- Students experiencing distress will be referred to internal pastoral care or external counseling services, such as CAMHS (Child and Adolescent Mental Health Services) or local therapy providers.
- Staff will be signposted to *Benenden* mental health helpline.

3. Phased Reintegration Plan

For students and staff significantly affected by an incident, a staggered return-to-education approach may be implemented:

- **Step 1:** Virtual check-ins before returning (if needed).
- **Step 2:** Shortened days or reduced timetables.
- **Step 3:** Gradual reintroduction to lessons, social settings, and routines.

4. Ongoing Monitoring & Support

- Regular wellbeing check-ins will be conducted by staff, tutors, or mentors.
- SLT and pastoral teams will review the impact of incidents and ensure continued access to support.
- Whole-Foundation resilience-building strategies (e.g., mindfulness, emotional regulation techniques) will be integrated into the curriculum.

l)

There will be a review of all incidents/closures to see what The Green Room could learn and therefore improve the management of future incidents/closures.

In addition please see the First Aid Policy and the Health & Safety Policy.

Note all staff have:

Keys to their usual place of work

Contact numbers for all staff (subject to mobile phones working).

Contact information for all students and their parents (subject to Arbor and the Internet working)

Policies and Procedures (subject to the Internet working)

ELT staff have:

Contact information for Trustees and Advisors (subject to mobile phones working)

This policy is approved by the CEO of The Green Room Foundation Ltd.

Date:

CEO:
