

BROCKHURST & MARLSTON HOUSE SCHOOLS

Including all of the Pre-Prep Department and Early Years Foundation Stage

FORESEEABLE CRISIS POLICY

Brockhurst & Marlston House Schools (the School) is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. This policy is written with that commitment in mind, and in accordance with KCSIE September 2025.

Reviewed: September 2024

Next Review: September 2026

1. Policy Statement

Brockhurst & Marlston House Schools are committed to safeguarding the welfare, health, and safety of all pupils, including boarders, through proactive planning for foreseeable crises. This policy outlines procedures for preparedness, response, and recovery from emergencies that may affect individuals, groups, or the entire school community.

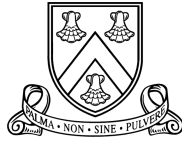
2. Scope

This policy applies to:

- All pupils, including day and boarding
 - All staff (teaching, administrative, domestic)
 - Visitors and contractors
 - Volunteers and governors
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3. Objectives

- Ensure the safety and welfare of all pupils and staff
- Minimise disruption to learning and boarding life
- Comply with Independent School Standards (ISS) and National Minimum Standards for Boarding (NMS)
- Provide a clear, coordinated response to crisis situations
- Ensure effective communication and recovery planning



4. Crisis Management Team (CMT)

Core Members:

- Headmaster (Chair)
- Heads of Brockhurst and Marlston House (Operations)
- Designated Safeguarding Lead (DSL)
- Head of Compliance & Communications (Communications)
- Bursar
- Deputy Head
- Head of Boarding / Head Matron (if applicable)

Key Responsibilities:

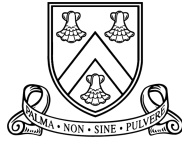
- Initiate emergency response
 - Coordinate safeguarding measures
 - Maintain communication channels
 - Liaise with external agencies
 - Document decisions and review procedures
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5. Risk Assessment and Preparedness

- All departments conduct and update risk assessments (especially for off-site activities and boarding)
 - Fire safety drills conducted termly
 - Stockpiling of essential items (e.g. medical supplies)
 - Identification of high-risk infrastructure (e.g. boilers, power systems)
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6. Types of Foreseeable Crises

- Health-Related: Infectious disease outbreak, serious injury, mental health emergency
 - Property-Related: Fire, flood, heating failure, structural damage
 - Security-Related: Intruder, abduction, missing child, lockdown situation (see Protective Security and Preparedness Policy)
 - Operational: Staff absence affecting supervision ratios, transport breakdown
 - Boarding-Specific: Crisis during holidays or overnight, major disruption to boarding provision
 - Wider Community Events: Death of a pupil or staff member, civil unrest, national emergencies
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7. Response Procedures

Activation:

Crisis identified → Headmaster/CMT alerted → CMT assembled

Immediate Actions:

- Secure site and ensure safety
- Contact emergency services if required
- Communicate with staff, parents, and external agencies
- Assign roles (e.g. media liaison, safeguarding lead)

Safeguarding:

The DSL leads all safeguarding decisions. All concerns during crisis events must be logged and followed up.

Communication:

Clear, coordinated messages shared via email, telephone, or SMS. A designated spokesperson handles all media enquiries.

8. Recovery and Review

- Recovery phase led by the CMT and Pastoral Team
 - Debrief with staff and pupils
 - Review incident log and outcomes
 - Update policy and procedures accordingly
 - Notify ISI or local authority if required
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9. Training and Awareness

- Annual staff training on emergency procedures and safeguarding
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10. Monitoring and Review

The policy is reviewed annually by the Senior Leadership Team and Governing Body. Updates are informed by lessons learned from drills or actual events.



Appendix A: Emergency Response Checklist

1. Immediate Actions (All Staff)

- Ensure personal safety and the safety of pupils.
 - Call 999 if there is **immediate danger (fire, medical emergency, serious incident)**.
 - **Initiate evacuation or lockdown procedures as appropriate.**
 - **Notify the Headmaster, Bursar, or another senior staff member.**
 - **Remain calm and offer reassurance to pupils.**
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2. Crisis Management Team (CMT) Activation

- **Convene the CMT (Headmaster, Heads of Schools, Deputy Head, Bursar, Head of Compliance, DSL, Head of Boarding).**
 - **Establish the Incident Base (Headmaster's Office or Finance Office).**
 - **Assign roles and responsibilities within the team.**
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3. Emergency Phase

- **Confirm emergency services have been contacted.**
 - **Evacuate buildings if necessary (follow fire drill procedures).**
 - **Provide site plans and details to emergency responders.**
 - **Conduct roll call and account for all pupils and staff.**
 - **Turn off utilities if required (gas, water, electricity).**
 - **Secure the site or seal off affected areas.**
 - **Keep unauthorised persons away from the site.**
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4. Communication

- **Activate crisis communication systems (email, SMS).**
 - **Appoint a single media spokesperson (Headmaster).**
 - **Issue holding statement (within 1 hour if possible).**
 - **Prepare factual updates for staff, parents, and pupils.**
 - **Advise press not to enter premises without invitation.**
 - **Record all communications and media contacts.**
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5. Recovery Phase

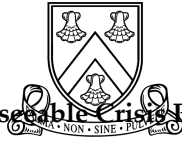
- Draft and update a summary of events.
 - Inform the school's insurers.
 - Begin an incident log (events, times, actions taken).
 - Identify immediate operational needs (food, shelter, transport).
 - Contact parents and staff with relevant updates.
 - Plan for next 24–48 hours (temporary relocation, alternative provision).
 - Engage additional staff or create duty shifts if extended response is needed.
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6. Media Handling

- Refer all media queries to the Headmaster.
 - Do not admit liability or identify individuals.
 - Use only confirmed facts in public statements.
 - Never give "off-the-record" comments.
 - Monitor press coverage and update public statements daily.
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7. School Trip Emergencies (for Off-Site Leaders)

- Ensure all pupils and staff are accounted for.
- Administer first aid if capable.
- Contact emergency services immediately.
- Inform the Headmaster or School Reception.
- Ensure one staff member accompanies any pupil to hospital.
- Control communication until official contact has been made.
- Document the incident and retain relevant equipment.



Appendix B: Compliance Mapping – Foreseeable Crisis Policy

Brockhurst & Marlston House Schools

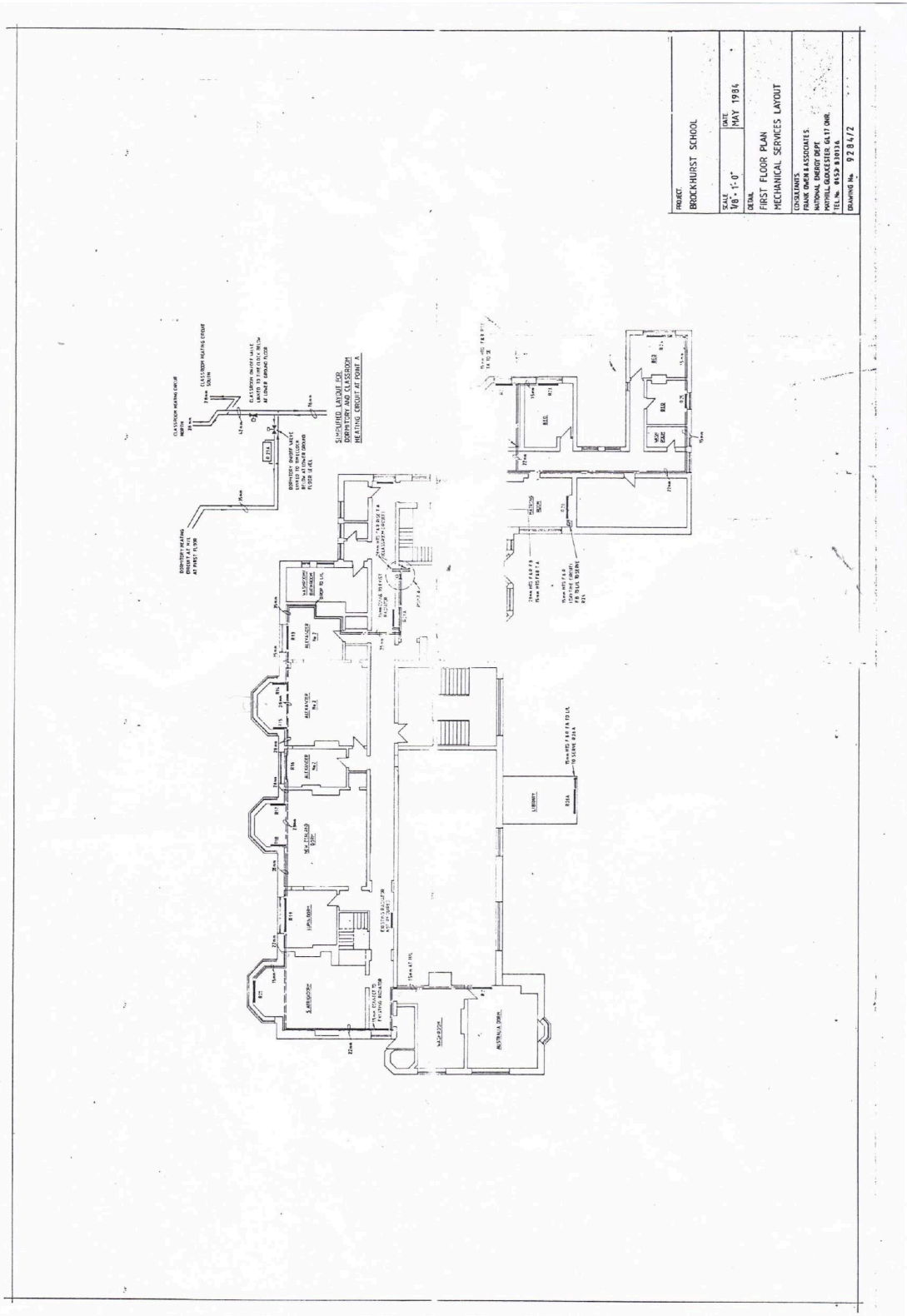
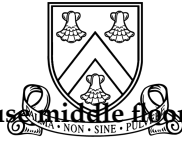
This appendix outlines how the school's Foreseeable Crisis Policy aligns with the Independent School Standards (ISS) and the National Minimum Standards for Boarding Schools (NMS). It demonstrates our commitment to safeguarding, welfare, leadership, and effective crisis response for all pupils, including boarders.

Standard	Requirement	Relevant Policy Section(s)
ISS Part 3 (Paras 7 & 16A)	Safeguarding pupils and ensuring welfare through effective safeguarding policies and procedures for crisis management	<ul style="list-style-type: none"> - Safeguarding Commitment - Crisis Response Procedures - Boarding-Specific Crisis Scenarios - Designated Safeguarding Lead (DSL) role within Crisis Management Team (CMT)
ISS Part 3 (Para 9)	Promotion of pupils' health, welfare, and safety	<ul style="list-style-type: none"> - Risk Assessment and Preparedness - Medical and Health Emergencies - Emergency Drills and Simulations - Site and Infrastructure Emergencies
ISS Part 3 (Para 16)	Effective implementation of written risk assessments	<ul style="list-style-type: none"> - Risk Assessment Framework - Off-site Activity Planning - Departmental Risk Assessments



NMS 8	Compliance with health and safety legislation	<ul style="list-style-type: none"> - Routine Fire Safety Checks - Emergency Evacuation Procedures - Infrastructure Maintenance (e.g., boilers, water pipes) - Risk Assessment Documentation
NMS 15.1 & 15.5	Clear protocols for responding to crises affecting boarders, including safeguarding procedures	<ul style="list-style-type: none"> - Boarding-Centric Crisis Scenarios - Role of Head of Boarding in CMT - Allocation of Responsibilities during Crisis
NMS 13.3	Staff are trained in safeguarding and health and safety practices	<ul style="list-style-type: none"> - Induction and Ongoing Staff Training - Fire Safety Equipment Use - Communication and Media Protocols
ISS Part 5 (Para 25)	Safe accommodation and premises for pupils	<ul style="list-style-type: none"> - Planning for Infrastructure Failures (e.g., heating, power) - Essential Supplies Contingency - Risk Mitigation Strategies
NMS 14.4	Appropriate action, communication, and review following a serious incident	<ul style="list-style-type: none"> - Post-Incident Recovery and Reflection - Maintenance of Incident Logs - Communication Plan (internal/external) - Media Management Procedures
ISS Part 8 (Para 33)	Effective leadership and governance oversight	<ul style="list-style-type: none"> - Role of Headmaster and School Directors in Crisis Oversight - Responsibilities of Crisis Management Team - Annual Policy Review Cycle

PLANS OF THE SCHOOL – Mansion House Middle Floor



PROJECT	BROCKHURST SCHOOL	
SCALE	1/8" = 1'-0"	DATE
JULY 1984		JULY 1984
TITLE	FIRST FLOOR PLAN MECHANICAL SERVICES LAYOUT	
CONSULTANTS	FRANK DUFFY & ASSOCIATES MECHANICAL ENGINEERS 10000 GARDEN CITY DRIVE DALLAS, TEXAS 75243 TEL. NO. 972-833-1316	
DRAWING NO.	92847Z	



Appendix C (example of a Risk Assessment)

ASSESSMENT RISKS FOR :

Assessment Date:

Signed:

Date:

Name of Assessor:

(J Wooldridge)

Location, hazards identified: possible harm or accident	Level of risk (high / medium/ low)	Likelihood of Risk (High/ medium/low)	Existing controls / precautions / procedures (i.e. risk control)	Risk control acceptable? (Yes / No)	Additional risk control required	Action/ review to be taken	Date completed / initials

Factors which should be considered when completing a risk assessment: The gender, age, abilities, behaviour and any special needs or disabilities of pupils – The nature of the activities in which they are engaged – The location, environment and conditions in which the activity will take place – The number, competencies and qualifications of available supervisors – The availability of first aid cover – Contingency arrangements for other incidents or emergencies – Travel , transport and accommodation arrangements.

Brockhurst, Marlston House, Ridge House Risk Assessment