

Earlscliffe (Sussex Summer Schools Ltd)

BOARDERS AND CRISIS MANAGEMENT POLICY

1. What constitutes a crisis?

There are any number of events that may constitute a crisis for boarders such as a fire in one of the boarding houses, a major epidemic of an infectious disease or an allegation of some sort of abuse by a boarding staff member, etc.

2. What should be our response?

Our response should be such that in every eventuality the school does everything it can to safeguard and promote the welfare of the boarders.

3. Major Incidents – guidelines for first 24hrs action

a. Fire

Management of boarding following a fire would take place as follows:

Evacuate to Assembly Point

If alternative accommodation is needed, arrangements would be made with other EC accommodation or the larger local hotels within walking distance, ie The Grand, The Leas Promenade, which could also provide catering and if needed, pro-temps classrooms

b. Epidemic

If any boarder is diagnosed as having an infectious illness they are immediately put into isolation and plans are made to evacuate them back to their family or guardian wherever possible. If a mass outbreak of an infectious illness were to occur (particularly involving overseas students whose guardians could not accommodate them at short notice), additional boarding space would be created in the largest twin rooms (these depending on the number of cases requiring treatment) to create extra space for sick students.

c. Allegation of abuse

This would be a very serious incident. The school already has in place a system for dealing with a staff member in such circumstances so this paper will address the welfare of the boarders concerned.

Social Services would be informed

If in a state of distress, the boarder/s involved would be removed to a separate room

The school would then take instructions from the social services investigating officer

A professional, external counsellor may be employed to see the boarders through their ordeal.

d. Other crises

Would be dealt with on assessment by the SLT.