

Wycliffe College Emergency Planning Statement

The responsibility for dealing with an emergency lies with the Headmaster, the Director of Finance & Operations, the Estates Bursar, the Head of the Prep School, and the Head of EYFS. Other senior members of staff may be co-opted as circumstances dictate. The Chair of Trustees will be kept informed at all times.

Contacts details for key staff are provided on the website and will be reinforced by email and/or text should an incident demand this.

The College is ready to deal with a wide range of emergencies likely to be beyond its immediate control.

During COVID the College successfully instituted procedures and protocols for remote education and is ready to reintroduce these should we need to close the College during term time for any reason.

The College has procedures in place for fire evacuations and lockdowns should these be required.

The College is ready to communicate directly with its parents should there be serious weather problems or other serious problems, providing them with guidance regarding the collection of pupils and potential College closures.

The College has robust protection against cyber-attack, and back-up plans should they prove necessary.

Staff remain on site to provide support for Boarders at all times.

The College carries out detailed risk assessments for all trips and visits and for any events on the site, ensuring that staff know what to do in case of an emergency.

Appropriate liaison will be maintained with the local authority and emergency services.