

RLDA POLICY

ROMY LOUISA DANCE ACADEMY

Emergency Procedures

Policy Version: 1.0

Effective Date: 5/9/2026

Review Date: 5/9/2028

Purpose

These procedures ensure the safety of all pupils, staff, volunteers, and visitors during any emergency situation across all RLDA locations. All staff must be familiar with these procedures and follow them immediately when required.

1. General Principles

- Stay calm, act quickly, and follow the steps below.
- Prioritise life and safety over property.
- Ensure children remain supervised and accounted for at all times.
- Follow venue-specific emergency instructions where applicable.
- Report all emergencies to Romy Hodges as soon as possible.

2. Fire or Evacuation Emergency

If you discover a fire or hazard

- Activate the nearest fire alarm.
- Evacuate the building immediately.
- Do not attempt to extinguish the fire unless trained and safe to do so.

Evacuation Procedure

- Stop the class immediately.
- Instruct pupils to leave calmly, without collecting belongings.
- Lead pupils to the designated assembly point for that venue.
- Take the class register and complete a headcount.
- Report any missing persons to the fire marshal or emergency services.
- Do not re-enter the building until authorised.

Assembly Points

- John Hampden Primary School: Main playground
- Lord Williams Lower School: Sports field assembly zone
- Chinnor Pavilion: Car park assembly area

3. Medical Emergency

If a child or adult becomes seriously unwell or injured

- Stop the class and ensure the area is safe.
- If life-threatening, call 999.
- Do not move the injured person unless they are in danger.
- Follow the child's medical plan if applicable (e.g., asthma, allergies).
- Contact Romy as soon as safe to do so. Who will then contact the parent/guardian
- Record the incident in the Accident/Incident Log.

Medication

- Only staff trained and authorised may administer medication.
- All medication must be stored safely and used according to the child's medical plan.

4. Missing Child Procedure

If a child cannot be located

- Alert staff immediately.
- Secure all exits and ensure other children remain supervised.
- Conduct a quick search of the immediate area.
- If not found within 5 minutes, escalate:

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- Contact Romy, who contacts the parent/guardian
- Call 999 if there is any suspicion of danger or abduction
- Complete an incident report and inform the DSL.

5. Lockdown Procedure (Threat Inside or Outside the Building)

Triggers

- Violent person on site
- Dangerous animal
- Police incident nearby
- Suspicious behaviour or threat

Procedure

- Stop the class immediately.
- Move pupils into a safe, enclosed room.
- Lock doors and close windows.
- Turn off lights and keep pupils quiet and low.
- Do not use mobile phones unless contacting emergency services.
- Await instructions from police.
- Do not leave until officially told it is safe.

6. Safeguarding Emergency

If a child discloses harm or you witness concerning behaviour

- Stay calm and listen.
- Do not promise confidentiality.
- Report immediately to the Designated Safeguarding Lead (DSL).
- If a child is in immediate danger, call 999.
- Record the concern factually and securely.
- Follow RLDA's Safeguarding Policy.

8. Emergency Contact & Communication

In any emergency

- Contact Romy Hodges as soon as safe.
- Inform parents/guardians when appropriate.
- Use only official RLDA communication channels.
- Do not post any information on social media.
- Maintain confidentiality and GDPR compliance.

9. After an Emergency

- Complete all required incident forms.
- Review what happened and identify improvements.
- Provide support to pupils and staff if needed.
- Update risk assessments where appropriate.