



Wells Park
School

EMERGENCY
MANAGEMENT
PLAN



EMERGENCY MANAGEMENT PLAN



Wells Park School

Hope  Joy  Belonging  Love 

Approved by:	Governing body	Date: March 2023
Last reviewed on:	March 2025	
Next review due by:	March 2026	
Policy	To be reviewed annually	



Emergency Management: Public Summary

Purpose

Wells Park School has plans in place to manage emergencies and critical incidents so that pupils and staff are kept safe and the school can return to normal as quickly as possible. This page explains what families can expect if an incident occurs.

What we mean by an emergency/critical incident

An unexpected event that may involve risk to people or serious disruption to the school (for example: fire, significant site issue, serious accident, or a major incident affecting a trip).

How we respond (in brief)

- Prepare: We maintain procedures, train staff, and review our plans regularly with The Beckmead Trust and the Local Authority.
- Respond: We follow clear steps to protect pupils and staff, contact emergency services where required, and coordinate support. Where appropriate, we may implement a lockdown (shelter-in-place) in line with our Lockdown Policy.
- Recover: We provide welfare support and resume normal routines as soon as it is safe to do so.

Communication with parents and carers

- We will share verified updates via the school's usual channels (email/text/website).
- Please do not come to the school site unless asked—this can impede emergency services.
- For further information, contact the school office on 020 8502 6442 or email the office; we'll respond as soon as practicable.
- For safeguarding reasons, please do not post or share incident details, images, or recordings on social media.
- For day-to-day expectations about contact, see our Parent–School Communications Policy and Parent & Visitor Code of Conduct.



Media and social media

- All media enquiries are handled by the school via The Beckmead Trust Communications Team.
- Parents, carers and visitors should not speak to the media on behalf of the school or share material online relating to an incident.

Safeguarding and data protection

- We follow UK GDPR and the Data Protection Act 2018.
- Do not publish or share images/recordings that identify pupils or staff without written consent from the school.
- Data Subject Access Requests (DSARs) are managed centrally by the Trust-wide DPO (see Trust website for details).

Linked policies

- Lockdown Policy
- Parent–School Communications Policy
- Parent & Visitor Code of Conduct
- Safeguarding & Child Protection (including Online Safety)
- Complaints Procedure
- Data Protection & Privacy Notices

Contact

- School office: 020 8502 6442
- If your query is urgent and relates to pupil safety, please call the office. We will direct your query to the appropriate senior leader (including the Designated Safeguarding Lead) as required.

Review

- Last updated: March 2025
- Next review: March 2026