

Bristol Old Vic Theatre School Emergency Contact Procedure

In this document, “you” and “your” means the student; “we”, “us” and “our” mean Bristol Old Vic Theatre School (BOVTS).

Purpose of the procedure

1. It is important that every student nominates a person whom they are happy for BOVTS to contact in the event of a serious emergency. This person does not need to be a family member, but needs to be mature and to have the capacity to respond.
2. The guidance below for students and staff will explain how information provided in the Emergency Contact section will be used.
3. Emergency contact data will be gathered from enrolment documents and the Student Support Questionnaire and held by BOVTS' Admissions Department and the Student Support Manager/Designated Safeguarding Lead. The Principal and Director of Studies will also have access to this data.
4. In addition to asking students to nominate an Emergency Contact, during your first few weeks at the school we will ask you to nominate up to two 'trusted' contacts' following guidance issued by Universities UK (UUK)/ PAPYRUS (Prevention of Young Suicide) which sets out how and when universities should involve families, carers and trusted others when there are serious concerns about the safety or mental health of a student.
5. BOVTS will always endeavour to check with the student of concern for their consent to contact the Emergency or Trusted Contact, however this may not be possible in some circumstances (e.g. where the student is missing or incapacitated).

For students:

6. Students must ensure that their nominated Emergency or Trusted Contact is aware that BOVTS is holding their contact details.
7. BOVTS will only make contact in serious situations such as, but not limited to:
 - where BOVTS is aware of an emergency admission to hospital of the student
 - where, in the opinion of BOVTS, it is not possible to reasonably keep a student safe,
 - where it is believed the student may be a threat to others' safety, and assistance from the Emergency Contact is needed
 - where a student has been out of contact for two or more days, attempts to contact them have not been successful and there are concerns about their safety

8. BOVTS will not make contact in situations where there are no explicit safety concerns, such as:
 - academic progress concerns
 - poor attendance
 - breach of the BOVTS Student Code of Conduct
9. Students can change their nominated Emergency or Trusted Contacts at any time by contacting the Student Support Manager or Student Support Assistant.

For staff:

10. Any member of staff that is concerned about a student should raise this concern with the Student Support Manager/Designated Safeguarding Lead for over 18s, Director of Studies or relevant Course Leader. If the concern is urgent and arises on BOVTS premises outside of standard office hours, the Principal should be alerted in the first instance.
11. Where relevant, cases will be processed through UWE's Fitness to Study processes to identify actions required in each case.
12. The decision to contact a student's Emergency or Trusted Contact will be made on a case by case basis following consultation with two or more of the following:
 - Principal
 - Director of Studies,
 - Student Support Manager
 - Designated Safeguarding Lead for over 18s

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