



Date Adopted: 23rd August 2026

Date of last review: 23rd August 2026

To be reviewed on/before: 23rd August 2027

The safety and wellbeing of children, staff and visitors is the priority of Theatrix UK.

All staff must familiarise themselves with this procedure and know the location of emergency exits, fire assembly points, first aid equipment and emergency contact information at each venue used by Theatrix UK.

In any emergency, staff should remain calm, reassure the children and follow the appropriate procedure below.

1. General Emergency Procedure

If an emergency occurs:

1. **Remain calm and assess the situation.**
2. Immediately ensure the safety of the children.
3. Alert the Lead Teacher/Principal or most senior member of staff present.
4. Call **999** where emergency assistance is required.
5. Administer first aid only if trained and it is safe and appropriate to do so.
6. Keep all other children calm, together and appropriately supervised.
7. Contact the child's parent/carer or emergency contact where appropriate.
8. Record the incident as soon as reasonably possible.
9. Report any safeguarding concerns in accordance with the Theatrix UK Safeguarding & Child Protection Policy.

Staff should never put themselves or other children at unnecessary risk when responding to an emergency.

2. Medical Emergency or Serious Injury

If a child, staff member or visitor becomes seriously unwell or injured:

- Stop the activity immediately where necessary.
- Make the area safe.
- Alert a qualified First Aider.
- Do not move an injured person unless remaining in their current location presents an immediate danger.
- Call **999** if emergency medical assistance is required.
- Follow the instructions provided by the emergency services.
- One member of staff should remain with the casualty while another supervises the remaining children.
- The child's parent/carer should be contacted as soon as possible.
- Relevant medical information should be made available to emergency services where necessary.
- An accident/incident record must be completed.

Where emergency medical treatment is required and a parent/carer has not yet arrived, a member of Theatrix staff will remain with the child where reasonably possible and appropriate arrangements will be made for the supervision of the other children.

3. Minor Injuries

For minor injuries:

- A trained First Aider should assess the child.
- Appropriate first aid should be provided.
- The child should be reassured.
- The incident should be recorded where required.
- The parent/carer should be informed at collection or contacted sooner where appropriate.

Staff should continue to monitor the child following an injury.

If there is any uncertainty about the seriousness of an injury, staff should seek appropriate medical advice or emergency assistance.

4. Fire or Emergency Evacuation

If the fire alarm sounds or the building needs to be evacuated:

1. **Stop the session immediately.**
2. Instruct children to remain calm and follow staff.
3. Leave belongings behind.
4. Evacuate using the nearest safe emergency exit.
5. Staff should take the register/sign-in information where it is immediately accessible and safe to do so.
6. Proceed directly to the designated assembly point.
7. Conduct a register/headcount immediately.
8. Report any missing person to the Lead Teacher and emergency services immediately.
9. Do not allow anyone to re-enter the building until authorised to do so.

Staff should familiarise themselves with the evacuation procedure and assembly point for **every venue** used by Theatrix UK.

During workshops, holiday clubs, show rehearsals and show week, the **sign-in/sign-out register must be used to account for all children.**

5. Missing Child

If a child cannot be accounted for:

1. Alert the Lead Teacher/Principal immediately.
2. Confirm the register and check whether the child has been collected or signed out.
3. Ensure the remaining children continue to be appropriately supervised.
4. Check the immediate area, toilets and other appropriate locations without leaving other children unsupervised.
5. Contact the parent/carer where appropriate.
6. If the child cannot be located promptly, contact the **police via 999** and follow their instructions.
7. Inform the Designated Safeguarding Lead.

8. Record the incident in full.

Staff must **never delay escalating a missing child situation because they are concerned about causing alarm.**

6. Unauthorised Person or Intruder

If an unauthorised or concerning person enters the venue:

- Do not put yourself or the children at unnecessary risk.
- Alert the Lead Teacher/Principal immediately.
- Move children to a safe location where possible.
- Do not allow the person access to children.
- Contact venue staff/security where available.
- Call **999** if there is an immediate threat to safety.
- Follow instructions from emergency services.

Children should be kept calm and away from the situation wherever possible.

7. Safeguarding Emergency

If a child makes a disclosure or a member of staff witnesses something that creates an immediate safeguarding concern:

- Ensure the child's immediate safety.
- Listen calmly.
- Do not promise confidentiality.
- Do not ask leading or unnecessary questions.
- Record what was said or observed as accurately as possible.
- Inform the **Designated Safeguarding Lead (DSL)** immediately.
- Contact emergency services where there is an immediate danger to the child.

All safeguarding concerns must be handled in accordance with the **Theatrix UK Safeguarding & Child Protection Policy.**

8. Parent/Carer Fails to Collect

If a child has not been collected at the end of a session, staff must follow the **Theatrix UK Collection & Late Collection Procedure.**

The child must remain appropriately supervised.

Staff must not:

- Leave the child alone;
- Send the child outside to wait;
- Allow the child to leave with an unauthorised person; or
- Take the child home themselves.

Parents/carers and emergency contacts should be contacted in accordance with the late collection procedure.

9. Lead Teacher or Staff Member Becomes Unwell

If a member of staff becomes unwell or unable to continue during a session:

- Inform the Lead Teacher/Principal immediately.
- Ensure appropriate staff-to-child supervision is maintained.
- Another suitable member of staff should take responsibility for the group where possible.
- First aid or emergency assistance should be provided if required.

If the Lead Teacher/Principal becomes unwell:

The next designated senior member of staff should take responsibility for the session.

Their immediate priorities are to:

1. Ensure the Lead Teacher receives appropriate assistance.
2. Maintain safe supervision of all children.
3. Decide whether the session can safely continue.
4. Contact parents/carers if the session needs to end early.
5. Ensure every child is collected safely and according to the usual collection/sign-out procedure.

A session must not continue if safe staffing or supervision cannot be maintained.

10. Venue Emergency or Unsafe Building

If a venue becomes unsafe due to flooding, loss of power, structural damage, gas leak, severe weather or another unexpected event:

- Stop activities where necessary.
- Follow instructions from venue management/emergency services.
- Evacuate if required.
- Keep children together and supervised.
- Complete a register/headcount.
- Contact parents/carers if children need to be collected early.
- Children must remain supervised until safely collected.

The Lead Teacher/Principal will decide whether the session can continue, move to another safe area or be cancelled.

11. Emergency Contacts

Emergency contact information should be accessible to appropriate Theatrix staff during all activities.

This includes:

- Parent/carer contact details;
- Emergency contacts;
- Relevant medical information supplied by parents;
- Theatrix management/Principal contact details;
- Designated Safeguarding Lead details; and
- Venue emergency information where applicable.

Information must be handled securely and confidentially.

12. Staff Responsibilities During an Emergency

During any emergency, staff must:

- **Remain calm;**
- Prioritise the safety of the children;
- Follow instructions from the Lead Teacher or emergency services;
- Keep children together wherever possible;
- Complete regular headcounts/register checks;
- Reassure children without unnecessarily frightening them;
- Maintain appropriate safeguarding practices;
- Avoid discussing sensitive details in front of children;
- Never leave children unsupervised; and
- Record and report the incident afterwards.

13. After an Emergency

Following a significant emergency or incident, the Principal/Lead Teacher should ensure that:

- Parents/carers have been appropriately informed;
- Accident/incident forms have been completed;
- Safeguarding records have been completed where applicable;
- Relevant venue management has been informed;
- Any required external reporting has been completed;
- Staff involved have an opportunity to discuss the incident;
- Procedures and risk assessments are reviewed; and
- Any necessary changes are implemented before future sessions.

Emergency Staff Reminder

STOP – ASSESS – PROTECT – ALERT – ACT – RECORD

In an immediate threat to life or safety, call 999.

Never compromise the supervision of the remaining children while responding to an individual emergency.

Policy Review: This procedure will be reviewed regularly and following any significant emergency or incident.

Theatrix UK – Drama, Musical Theatre & Creative Opportunities for Little Ones