



EDLAND LTD

Tel: +44 (0)7388179899

Correspondence via
Edland Ltd, 26 Badminton
Gardens, Bath, U.K, BA1 2XS

Edland365@gmail.com

Date: 02/10/2025

(Edland Ltd) Emergency Procedure

Statement

The safety of our students is our main priority. *Edland Ltd.* acknowledges that there may be situations out of their control that require planning for. This plan outlines what *Edland Ltd.* will do **in the event of an emergency.**

Emergency Procedure

Dealing with an emergency

It is important that staff who receive an emergency call keep calm and remember to note all the information provided. You may need to provide reassurance and support to the informant as they may be upset, suffering from shock or may panic.

- Ascertain what has happened, gathering as much information as you can;
- Discuss with the informant what action needs to be taken and by whom;
- Keep a written record of the information and of any **actions taken.**
- The *Director* should be informed immediately about the situation.

Specific scenarios

Please note that specific scenarios may require a bespoke plan that will include further details on how we will handle the issue. Where this is the case *Edland* will circulate the plan to all relevant parties.

Cancelled Flights

When a student's flight is cancelled in the UK. *Edland Ltd.* will arrange for suitable care. If necessary, students will be accommodated in an emergency homestay until it is possible to travel. Where a student is waiting at an airport without a member of our staff, students are required to contact *Edland Ltd.* as soon as they are aware that their flights have been cancelled. Parents will be kept fully informed of the situation. *Edland Ltd.* will liaise with the airline and parents to rearrange the flights.

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Pandemic/ Contagious Outbreak

Pandemics can cause major disruption to travel and schooling. It is important in such events to take advice from the government, UK Health Security Agency and the World Health Organisation. AEGIS provides guidance for members to follow. This is regularly updated as a situation develops. Usually, in a pandemic it is important to restrict movement so as not to spread the disease further. That means boarding school students would usually remain at school. In the event of a pandemic *Edland Ltd.* may not be able to offer homestay accommodation as this could place students, homestay families and the wider community at risk. *Edland Ltd.* will work with parents to find flights to home countries where required. *Edland Ltd.* will work with schools to meet students' needs during a pandemic. This could be by helping to support students to learn remotely as directed by the school. *Edland Ltd.* will work with parents and schools to find suitable quarantine accommodation for students where required.

Edland Ltd. has a specific policy that outlines our procedures for dealing with a pandemic. Edland Ltd. has established a policy outlining procedures for responding to a pandemic. The purpose of this policy is to ensure the health, safety, and wellbeing of all students and staff while maintaining continuity of care and education where possible.

In the event of a pandemic, Edland Ltd. will follow guidance issued by relevant public health authorities and the school. Appropriate measures may include enhanced hygiene practices, social distancing, use of personal protective equipment, and, where necessary, isolation procedures.

The company will maintain regular communication with students, parents, school staff, and relevant authorities. Contingency arrangements will be made to support students who are unable to attend school, including alternative accommodation, supervision, and access to learning resources where feasible.

This policy will be reviewed and updated as required in line with official guidance.

Serious injury or death of a student

Serious injury or death of a student is distressing for all concerned. *Edland Ltd.* will:

- Liaise with medical staff and police
- Keep parents informed
- Help parents arrange flights
- Handle any media enquiries
- Liaise with schools and any other external agencies (such as LSP) where required
- If required, assist parents with rehabilitation and flights home
- If required, assist parents with funeral arrangements

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Terrorist incident

Schools will have their own lockdown procedures to ensure the safety of students in the event of a terror attack. In the event of a terror attack taking place in the UK when a student is staying at a homestay, *Edland Ltd.* will follow the guidance provided by the UK government and the police. Unless instructed otherwise, students will be asked to remain in the homestay and not to go out unaccompanied by their homestay. In such a situation *Edland Ltd.* will assess the risks and act accordingly.

Fire

In the event of a fire at a homestay, after dealing with the emergency by calling the fire brigade, the homestay is expected to **inform Edland**. Students will be moved to a different homestay until the accommodation is refurbished. *Edland Ltd.* will visit the homestay to check the suitability of accommodation before any students return.

School closures

There are many reasons why a school may close. These could be temporary, such as due to weather or a staff shortage, or permanent, for example due to bankruptcy. Unless closure is due to a contagious disease (see pandemic guidance above), *Edland Ltd.* will provide accommodation for students with their homestays*.

Requests from schools to remove a student

The guardianship organisation must have a student removal form which a member of school staff is asked to complete and return, before removing a student from the school setting. This is to ensure that the guardianship organisation has enough information about the circumstances leading up to the removal of the student in order to support the student appropriately, and to ensure all appropriate steps have been taken up to that point. Guardians and schools should work together to support the student in the best way possible.

Student Removal Form

In order for us to support our student in the best way possible, we would appreciate it if you could complete the following student removal form. Please note that a representative of insert guardianship organisation name will not be able to collect the student until this form has been completed and returned to us by email: edland365@gmail.com.

School Name	
Student Name	
Date of Birth	

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Reason for request of removal of student	
Has the student been assessed by a medical professional? Date of assessment if applicable. Please provide a summary of assessment if applicable.	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Is the student at risk of harm to themselves?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Is the student at risk to others?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Has the school followed its mental health and child protection policies and procedures? Please provide a copy of any relevant policies and procedures.	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Please provide full details of any medication	
Any other additional information we should be made aware of	
Signature	
Name	
Position	
Date	



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Emergency Homestay Accommodation*

Please note that emergency homestay placements may not necessarily be with the students' usual homestay, but will be with one of our vetted homestays who provide high levels of care. These homestays may be a greater distance from the school. Wherever possible we will place students with their usual homestay.

[Emergency Contact Details - Guardian Organisation staff](#)

Organisation	Contact details	Comments
Edland	Mr Huang, Mobile: 07388179899 Wechat: H07388179899	24/7
Edland	Mrs. Liu Mobile: 07552365928	

Contact Details- other organisations

Organisation	Contact details
Police	Tel: 999 (24 hour) Tel: 101 (24 hour, non-emergency number)
Fire & Rescue service	Tel: 999 (24 hour)
Ambulance service	Tel: 999 (24 hour)
National Health Service	Tel: 111 (24 hour)
AEGIS	Tel: 01453 821 293
Foreign & Commonwealth Office	Tel: 0207 008 1500 (24 hour, consular assistance)
Environment Agency	Tel: 0345 988 1188 (24 hour Floodline)
Met Office	Tel: 0370 900 0100 (24 hour, weather desk)



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Health and Safety Executive	Incident Contact Centre: 0345 300 9923 (Monday to Friday 8.30am until 5pm) Out of hours duty officer (24 hour): 0151 922 9235 HSE: Information about health and safety at work
UK Health Security Agency	UK Health Security Agency - GOV.UK (www.gov.uk) Main Switchboard: 020 7654 8000 Email: enquiries@ukhsa.gov.uk
World Health Organisation	World Health Organization (WHO)
Insurance company	Pearson Insurance Services
Local Safeguarding Partnership	Bath & North East Somerset Local Safeguarding Partnership

Incident record form

Staff should complete this form when receiving information about an emergency incident. Please ensure that you obtain and record as much information as possible.

Name of informant:	Date and time of call:
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Contact details of informant:			
Date and time of incident:			
Nature of Incident:			
Location of incident:			
Who is involved?			
Ascertain whether anyone has injuries and if so where have they been taken to?			
Have the emergency services been informed? If so, what instructions have they given?			
Who has been informed: <i>(Tick which apply)</i>			
Owner/Director of Guardianship Organisation		Police	
Parents		Ambulance services	
Homestays		Fire services	
Agents		Local Safeguarding Partnership/ LADO	
School		Health and Safety Executive	
Students		Media	
AEGIS		Other: <i>(Please add)</i>	
Action to be taken:			

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Incident record: Specific Contact Details - for completion during an emergency

This table can be used to record any additional contact details required for a specific emergency.

Organisation	Contact details	Comments



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Review

We are committed to reviewing our plan and good practice annually.

This emergency plan was last reviewed on:29/03/2026.....(date)

Signed:*Yunfeng Huang*.....

Director. Yunfeng Huang

Date:29/03/2026.....

