



AISL
HARROW
NANNING 南宁

Safeguarding/ Suicide Emergency Policy 儿童安全保护/自杀等紧急事件处理细则

Boarding:

- The member of staff initially on the scene must remain with the child and raise the alarm immediately with nearby staff/ staff on duty
- **Alert the Deputy Head (DH), Headmaster (HM), Chinese Principal (CP) and Head of Security immediately**
- Other staff to contain the remaining boarders in a distant and safe place
- Staff must not put themselves in any danger or endanger others
- Coordination at the scene to be determined by the Deputy Head/ Headmaster/ Chinese Principal
- Head of Security to contact emergency services if needed
- If an incident does occur, follow instruction from DH/HM/CP.
- **No information should be communicated or shared by any member of staff to colleagues, parents or media unless instructed to be the DH/HM/CP.**

如果事件发生在寄宿部:

- 在事件发生当场的教职员工应与学生在一起，并迅速告知临近的教职员工或值班老师。
- **立刻上报副校长，总督学，校长及安全主管。**
- 其他教职员工将其余寄宿生集中在远离事件发生地且安全的地方。
- 教职员工不得将自己置于任何危险之中，或危及他人。
- 现场情况协调由副校长/总督学/校长决定。
- 安全主管根据实际情况决定是否要拨打紧急联系电话。
- 如确实发生了紧急事件，则需遵循副校长/总督学/校长的指示处理。
- **任何相关教职员工不得向同事、家长或媒体传达或分享关于事件的任何信息，除非有副校长/总督学/校长的特别指示。**



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In School Time:

- The member of staff initially on the scene must remain with the child and raise the alarm immediately with nearby staff/ staff on duty
- **Alert the Deputy Head (DH), Headmaster (HM), Chinese Principal (CP) and Head of Security immediately**
- Head of Security and Operations team to cordon off the area
- Staff must not put themselves in any danger or endanger others
- Coordination at the scene to be determined by the Deputy Head/ Headmaster/ Chinese Principal
- Head of Security to contact emergency services if needed
- **During the event, the Parent Liaison Officer (in the presence of another staff member) will follow the scripted phone call to parents, no later than 10 minutes after the alarm is raised. If injury/death has already taken place, the Chinese Principal is to follow the scripted phone call home in the presence of another staff member.**
- If an incident does occur, follow instruction from DH/HM/CP
- **No information should be communicated or shared by any member of staff to colleagues, parents or media unless instructed to be the DH/HM/CP.**

如果事件发生在日常上课时间:

- 在事件发生当场的教职员工应与学生在一起，并迅速告知临近的教职员工或值班老师
- **立刻上报副校长，总督学，校长及安全主管。**
- 安全主管和运营团队负责人负责封锁事件区域。
- 教职员工不得将自己置于任何危险之中，或危及他人。
- 现场情况协调由副校长/总督学/校长决定。
- 安全主管根据实际情况而定是否要拨打紧急联系电话。
- **在事件发生 10 分钟内，家校联络官（在另一名工作人员在场的情况下）将按照脚本给学生家长打电话。如果确实已经发生伤害/死亡，校长将在另一名工作人员在场的情况下按照脚本联系家长。**
- 如确实发生了紧急事件，则需遵循副校长/总督学/校长的指示处理。
- **任何相关教职员工不得向同事、家长或媒体传达或分享关于事件的任何信息，除非有副校长/总督学/校长的特别指示。**

If an event occurs out of school, please follow the school's Bereavement Policy and follow instruction from SLT.

如果紧急事件发生在校外，则需遵循学校丧亲政策，并遵照学校核心管理团队的指示进行紧急事件处理。

Training of handling delicate phone calls to take place for Matrons, Parent Liaison Officer, and Chinese Principal.

宿管老师，家校联络官以及校长将参加相关紧急事件通话技巧的培训。