

# RADA

## Royal Academy of Dramatic Art

### Emergency Contact Procedure

In this document, “you” and “your” means the student; “we”, “us” and “our” mean RADA.

#### Purpose of the procedure

1. It is important that every student nominates a person whom they are happy for RADA 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 held by RADA's Deputy Registrars. The Principal, Registrar, Deputy Registrars and Designated Safeguarding Leads will have access to this data.
4. ***The Academy will always endeavour to check with the student of concern for their consent to contact the Emergency Contact, however this may not be possible in some circumstances (e.g. where the student is missing or incapacitated).***

#### For students:

5. Students must ensure that their nominated Emergency Contact is aware that RADA is holding their contact details.
6. The Academy will only make contact in serious situations such as, but not limited to:
  - where the Academy is aware of an emergency admission to hospital of the student
  - where, in the opinion of the Academy, 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
7. The Academy will not make contact in situations where there are no explicit safety concerns, such as:
  - academic progress concerns
  - poor attendance
  - breach of RADA's Code of Conduct
8. Students can change their nominated person at any time by contacting one of the Deputy Registrars in Student & Academic Services.

#### For staff:

9. Any member of staff that is concerned about a student should raise this concern with the Head of Student Wellbeing, Designated Safeguarding Lead, Registrar or relevant Course

Director. If the concern is urgent and arises on RADA premises outside of standard office hours, the Duty Manager should be alerted in the first instance.

10. Where relevant, cases will be processed through RADA's Fitness to Train processes to identify actions required in each case.
11. The decision to contact a student's Emergency Contact will be made on a case by case basis following consultation with two or more of the following: Principal, Registrar, Designated Safeguarding Lead or relevant Course Director.

Original Policy created	April 2022
Policy Updated	New
Document Approved by	SLT
Date Approved	May 2022
Version	1.0
Review Date	May 2024 2 years
Owner	Head of Wellbeing