

# HIGH WYCOMBE CHURCH OF ENGLAND SCHOOL EVENT SPECIFIC PLAN

**(THIS FORM MUST BE COMPLETED BY THE VISIT LEADER AND ALL ACCOMPANYING STAFF INFORMED OF THE PLAN)**

**VISIT TO:** Maidenhead Synagogue

**DATE OF VISIT:** Wednesday 3rd June 2026

**VISIT LEADER:** Sam Biddle

**ACTIVITY:** Exploring Jewish place of worship

## EMERGENCY CONTACTS:

- **School office:** 01494 524220
- **Visit leader mobile:**
- **Bucks County Emergency:** 01296 331343
- **Synagogue contact:** 07946 012392 (Shelia Aveniar)
- **Emergency services:** 999

**PRE-VISIT SECURITY CHECK COMPLETED:** Yes (Date: 23/04/2026)

**Security measures confirmed by venue:**

- Confirm the visit details - **Arrive 9.45 - need to vacate by 11.30am latest**
- Ask about their current security arrangements (CCTV, security personnel, controlled entry, etc.) - **Entry gates locked and only opened once you announce your arrival - camera on the gate. Gates locked behind the coach once it enters**
- Ask if there have been any recent security concerns or incidents - **No issues at all but police now drive past regularly**
- Confirm their emergency procedures and fire evacuation procedures - **All up to date - enough exits.**
- Get their emergency contact details - [REDACTED]
- Ask about any specific safety briefing they'll provide on arrival - **No briefing but apparently the exits are obvious and well signed. Can do a briefing if requested that morning - will request**

SIGNIFICANT ISSUE	HOW TO MANAGE IT	WHO TO BE INFORMED		
		PARENTS	STAFF	PUPILS
<b>Security incident or threat at venue</b>	<p><b>Before visit:</b> Contact synagogue to confirm current security arrangements (CCTV, controlled entry, security personnel)</p> <p><b>On arrival:</b> Note emergency exits and safe assembly points</p> <p><b>If incident occurs:</b></p> <ul style="list-style-type: none"> <li>• Remain calm</li> <li>• Follow synagogue staff instructions immediately</li> <li>• Keep children in groups with designated staff</li> <li>• Move to safe area/lockdown location as directed</li> <li>• Call 999 if immediate danger</li> <li>• Contact school office: [number]</li> <li>• Do not leave until confirmed safe by authorities</li> <li>• Visit leader to communicate with parents via school</li> </ul>	✓	✓	✓
<b>School Communication (Arrival/Departure)</b>	<ul style="list-style-type: none"> <li>• On Arrival phone and text school to let them know you have arrived</li> <li>• On Departure phone and text school to let them know you are leaving and expected time of arrival</li> </ul>	School Office		
<b>Child becomes ill or injured</b>	<ul style="list-style-type: none"> <li>• Seek help from synagogue staff</li> <li>• Administer first aid (visit leader carries first aid kit)</li> <li>• Call 999 if serious</li> <li>• Inform parents if concerned and keep them updated</li> <li>• Nearest hospital: Wycombe Hospital, HP11 2TT</li> </ul>	✓	✓	
<b>Safeguarding – contact with public</b>	<ul style="list-style-type: none"> <li>• Children briefed not to speak to/engage with anyone they don't know</li> <li>• Children remain in designated groups with named staff member at all times</li> <li>• Staff positioned to maintain visual contact</li> <li>• Regular head counts at transition points</li> <li>• Any concerns about adults/suspicious behaviour reported immediately to visit leader</li> </ul>	✓	✓	✓
<b>Child runs off/absconding</b>	<ul style="list-style-type: none"> <li>• Immediate head count to confirm who is missing</li> <li>• One staff member searches immediate area</li> <li>• Other staff remain with group</li> <li>• Immediately contact synagogue staff for assistance</li> </ul>	✓	✓	

	<ul style="list-style-type: none"> <li>• If not found within 5 minutes: call 999</li> <li>• Contact school office and parents</li> <li>• Staff have recent photos of all children</li> </ul>			
<b>Traffic accident (coach)</b>	<ul style="list-style-type: none"> <li>• Follow Bucks County procedures</li> <li>• Alight safely if possible and appropriate</li> <li>• Move to place of safety away from roadside</li> <li>• Visit leader assesses injuries and calls 999 if needed</li> <li>• Contact Bucks emergency line: [REDACTED]</li> <li>• Contact school office</li> <li>• School office contacts parents</li> <li>• All staff remain calm and reassure children</li> </ul>	✓	✓	
<b>Fire alarm</b>	<ul style="list-style-type: none"> <li>• Follow synagogue's evacuation procedures (briefing given on arrival)</li> <li>• Staff ensure all children in their group evacuate calmly</li> <li>• Assemble at designated fire assembly point</li> <li>• Immediate head count</li> <li>• Report to visit leader</li> <li>• Do not re-enter until confirmed safe by fire service/venue staff</li> </ul>	✓	✓	✓
<b>Medical emergencies</b> (asthma, allergic reaction, medication)	<p><b>Asthma:</b></p> <ul style="list-style-type: none"> <li>• Children carry inhalers (spare with designated staff)</li> <li>• All staff aware of asthmatic children</li> </ul> <p><b>Allergies:</b></p> <ul style="list-style-type: none"> <li>• Children carry epipens (spare with designated staff)</li> <li>• All staff aware and trained in epipen use</li> <li>• Call 999 immediately if epipen used</li> </ul> <p><b>Medication:</b></p> <ul style="list-style-type: none"> <li>• Designated staff responsible for each child's medication</li> <li>• Administer according to care plan</li> <li>• Record each administration</li> <li>• All staff aware of medical needs (see separate medical sheet)</li> </ul>		✓	
<b>Lost child</b>	<ul style="list-style-type: none"> <li>• Children stay with designated group leader at all times</li> <li>• Regular head counts at transition points</li> <li>• Children briefed on meeting point if separated: [confirm with venue]</li> <li>• Children told to approach synagogue staff if lost</li> <li>• If not found within 5 minutes: contact police (999)</li> <li>• Contact school office and parents</li> </ul>	✓	✓	✓

**STAFF RESPONSIBILITIES:**

**Visit Leader (Sam Biddle):** Overall responsibility, carries first aid kit and emergency contacts, mobile: 07946 012392 (Shelia Aveniar - Synagogue)

- **LSA (Jess Allen):** Group supervision, emergency medication
- **LSA (Nazan Bergman):** Group supervision

**All staff briefed and signed:**

**Date:** \_\_\_\_\_