

# Emergency & Wellbeing Contact Procedure

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# 1. Introduction

- 1.1 All students must provide details of an emergency contact during enrolment. This information will be held on the student record and in accordance with current UK data protection legislation. It is mandatory for students to provide an emergency contact.
- 1.2 Students can nominate anyone they choose to be their emergency contact. It is expected that for most students, this will be a parent, partner or guardian; however, it can be another responsible adult.
- 1.3 Students should ensure that the emergency contact is aware that they have been nominated, that their contact details have been given to the ICMT and that they have given their permission to be nominated as your emergency contact. Students should ensure that the contact details are correct and updated. Students can update their emergency contact details by emailing [london@theicmt.com](mailto:london@theicmt.com).

## 2. Circumstances when the ICMT may use an emergency contact

- 2.1 Under data protection legislation, we may disclose personal information about a student without consent when it is in their 'vital interests' to do so. This means in serious or life and death situations.
- 2.2 Emergency contacts are not routinely given information about academic progress or other aspects of the student's life at the ICMT. Those nominated will only be contacted when there is a significant concern about the student's physical or mental health, wellbeing or safety.
- 2.3 Examples of circumstances when the ICMT may decide to contact the nominated emergency contact include, but are not limited to when a student:
- Has attended or been admitted to hospital in an emergency.
  - Has suffered a serious physical injury, including self-harm.
  - Ceases to engage with their studies, and we have been unable to contact them.
  - Has an ongoing illness, and they appear to be deteriorating.
  - Is experiencing a mental health crisis.

2.4 In addition to attempting to contact the emergency contact, where appropriate, the ICMT may also pass the contact details to the emergency services, for example, to paramedics or hospital emergency departments, where the information will help them care for the student.

2.5 In the event of a suspected or confirmed death of a student, the ICMT will pass the emergency contact details to the Police or other emergency services to support them in contacting the Next of Kin. It is not the role of the ICMT to inform the Next of Kin of a death, and it should be noted that the emergency contact chosen by the student may not be their legal Next of Kin.

### 3. Wellbeing contact – Providing advanced permission

3.1 During the enrolment process, students are invited to 'opt-in', i.e. give advance permission for a wellbeing person to be contacted. Opting in will allow the ICMT to contact the student's nominated wellbeing person if there is serious concern about the student's wellbeing.

3.2 Examples of circumstances when the ICMT may decide to contact the wellbeing contact include but are not limited to:

- Serious physical or mental illness or concerns about behaviour which might mean that someone is seriously unwell.
- When a student has missed key events without explanation and we cannot contact them, there has been a prolonged lack of contact, despite efforts to get in touch with them.

3.3 Where students do not opt-in, the ICMT will only decide to contact a nominated emergency contact in the circumstances explained in section 2.