



Invacuation and Lockdown Policy

December 2018

Review date: December 2019

Rationale

School recognises that, within its Emergency Procedures, a plan needs to be made to help combat a threat to children and staff which occurs whilst they are both inside school and outside of the school building, but in the school grounds. This policy sets out the school's response to such an emergency but recognises that it is impossible to legislate for every possible scenario so as to protect 100% of the children and staff 100% of the time. The policy, therefore, will need to be kept under constant review to reflect changing circumstances and experience.

The policy applies at all times of the day and must therefore be shared with every member of staff.

Calmness is the key

It is vital that the policy and its implementation, does not lead to a panic mentality. Children should be encouraged to treat any emergency with the utmost calm and follow the guidelines with common sense. They need to be taught how to respond through practice as well as through talk.

Communication

Members of SLT, office staff, site manager and LTOs are equipped with walkie talkies. These will be used to communicate before and throughout any lockdown situations.

Threats

There are a number of possible situations which could be seen as a threat and therefore demand a response. Such situations include but are not exclusively:

- A stranger (adult/youth) who enters or attempts to enter the school grounds.
- An object thrown into the school grounds from outside.
- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- A dangerous or aggressive animal in the school grounds.

Any potential situation will be quickly accessed by staff, lockdown would only be used in the most serious of incidents, and where appropriate other measures would be taken first to ensure the safety of both adults and children e.g. returning children to the building, but not locking down in the case of a stray animal on the school site.

School Communication and Awareness Requirements

The procedure should be established and the following actions for its deployment taken:

- Undertake **Invacuation** drill to ensure everyone's awareness of proper procedure.
- **Invacuation** procedure to be copied to all staff.
- Copy of **Invacuation** procedure to be made available to Supply Teachers.
- Details of the **Invacuation** procedure to be covered in new staff induction programmes.
- Details of the **Invacuation** procedure to be covered in volunteer/student induction programmes. (CT)
- Reception and office staff to be briefed and regularly updated on procedure and responsibilities.

Initiating a Lockdown

As an invacuation and/or lockdown will take place in emergency situations it is the responsibility of all staff members to be aware of threats to pupil and staff safety and therefore any member of staff can initiate the invacuation procedures but alerting any member of SLT.

Notification of Lockdown

The school's lockdown policy is as follows:

Signal for lockdown	<ul style="list-style-type: none">• A member of SLT will communicate through walkie talkies with the signal 'safety check' and ring the invacuation bell• Walkie talkie holders to sweep building informing class teachers and checking toilets.• A walkie talkie holder from each building to signal that all classes are in lockdown• Office staff to contact the police
Signal for all clear	Verbal signal from Headteacher or Head of School (in their absence another member of SLT). 'All clear', then the bell will be rung twice to signal end of lockdown.
Rooms most suitable for lock down	Classrooms
Entrance points	In emergency invacuation the nearest safe and accessible entrance is to be used. Once pupils and staff are inside these doors are to remain closed.
Securing entrances and exits	All classroom doors and windows are to be closed and locked until the Headteacher or member of SLT indicates otherwise. The office staff will secure the main entrance. Blinds to be closed if safe to do so.
Assembly points	Pupils and staff should return to their classroom and ensure it is secured. Pupils and staff who are in the forest school, field or MUGA to assemble in the EYFS building. Children in the portakabin to remain there. Under no circumstances should staff or children exit a building in order to return to their class or place of work. Office staff to secure their office and assemble in the SBM office; inclusion office staff to secure their office and assemble in Headteacher's office. Kitchen staff to assemble in kitchen office.
Communication arrangements	Telephone system Mobile phones Walkie talkies

Staff Roles

Escorting pupils inside	<p>This must happen swiftly and calmly.</p> <ul style="list-style-type: none"> • At break time, the staff take the children from the yard they are supervising into the nearest door (NOTE- the nearest door may not be the usual building or door for that class). From this point pupils return to their class. • At lunchtime, any children in the hall return to their classrooms where classroom staff will meet them. Staff take the children from the yard they are supervising into the nearest door. Teaching staff and TAs will return to their classrooms and lunchtime staff will remain in the classrooms with the children. EYFS children will enter the Charter Street building and will go to the corresponding Y1 class e.g. RA-1A, RB – 1B. If EYFS staff are in the EYFS building they will remain there. • The teachers on playground duty will ensure that all pupils have entered the building from the playground before they enter and lock the door • SLT in each building to sweep corridors and toilets to check they are clear. • Under no circumstances are staff and children to move from one building to another.
Securing classrooms	<p>Class teachers and TA's/ lunchtime staff should secure the classroom. Staff members take action to increase protection:</p> <ul style="list-style-type: none"> - block access points - keep out of sight (close blinds only if safe to do so) - stay away from windows and doors
Securing the kitchens	<p>Kitchen staff are responsible for ensuring all doors and windows in the kitchen area are closed and locked and equipment staff.</p>
Securing entrances and exits	<p>All classroom doors and windows are to be closed until the Headteacher or member of SLT indicates otherwise.</p>
Accounting for pupils, staff and visitors	<p>Once in class teachers will access fire registers. Staff will report any missing pupils or visitors to SLT by text or phone</p>
Visitors	<p>All visitors are to remain with the person they are visiting during lockdown. If they are visiting a member of SLT they will be accompanied to the nearest classroom where they will remain until the end of the lockdown procedure. Visitors will not be allowed to exit the building.</p>
Fire Alarm during lockdown	<p>If the fire alarm is triggered during lockdown, the headteacher will evaluate the situation and circumstances and if appropriate will use walkie talkies to inform staff that the school is to be evacuated.</p>
LEA	<p>The headteacher will inform the LEA that the school is in lockdown and will follow any appropriate advice from them.</p>
Communication	<p>Telephone system Mobile phones Walkie talkies</p>

Communication with parents

After liaison with emergency services and LEA, **if necessary or appropriate** parents will be notified through the appropriate channels.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lock down drills

Lock down practices will take place at least once each term to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.