Invacuation/ School Lockdown Policy

Version Control

Version	Date	Author	Changes made:
0.1		Sarah R	• Policy reduced in terms of content • Policy amended to reflect new alarm system
0.2	26.3.19	Sarah R	• Doors and windows shut • Keys for porta cabin staff • Baby Bede to be made aware of policy and invac • Kitchen staff/caretaking staff/IT staff to instant message • SMT/Invac group skype • Last person coming in from the yard locks the doors • SMT: usher children in corridors/make staff aware on yard to get children to 'Line up' • Hand bell to be rung outside if invac alarm sounds.
0.3	15.11.22	Lauren H	• Changed to new logo • New name of policy • Changed 'Skype' to 'Teams' • Updated 'Designated Safe Areas and Entrances' • Managers replaces with Leaders • Merged schools policy and policy Completed on 15.11.21 by Compliance Education • Added and updated appendix 1
0.4	09.10.23	Lauren H	• Step by step updated and simplified.
0.5	10.10.24	Lauren H, Karl D, Kevin B and Nick G	• Updates to say 'If a staff member is not with their own group of children, they should remain where they are.' Rather then try go back to their class. • Added point 13 to Outdoor Invacuation Response step by step. • Added point 11 to Indoor Invacuation Response step by step. • Font changed to Century Gothic and vision and values statement.
0.5	28.01.26	Lauren H	• Updated classroom locations and names. • Update manager of BB.

This policy and its contents are underpinned by the school vision of 'Learning, Caring, Growing Together' and the school values: love, honesty, respect, kindness, friendship, forgiveness and compassion.

School Lockdown Procedure

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.
Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils).
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc).
- The close proximity of a dangerous dog roaming loose.
- A major fire in the vicinity of the school.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building (see step by step guide.)
- All staff and pupils remain in the building and external doors and windows locked (see step by step guide.)

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 between parents and the school:
School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.
Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for you to come get their children, and where this will be from.

Parents will be told

'… the school is in a full lockdown situation. During this period the phones and entrances will be un-manned, external doors locked and nobody allowed in or out…'

Emergency Services:
It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Step by step guidance for full lockdown:

Outdoor Invacuation Response (if out on the playground)

1. Whenever a group of children are outside there will always be at least one adult with them.
2. Once the adult recognises the threat, they should immediately inform the Admin Office who will sound the alarm (yellow alarm box inside the Reception Admin Office)
3. The office staff member who has sounded the alarm should send a 'teams' to SLT stating **'INVACUATION ALARM SOUNDED'**
4. Office staff to contact the police immediately.
5. SLT to send **'INVACUATION ALARM SOUNDED'** message to teachers, teaching assistants, SNAs, kitchen, Nick, Admin, Nikki and Baby Bede by opening a new 'Teams' chat and copying in all staff, Nikki Isherwood and Lesley Taylor.
6. Take children inside.
7. Doors locked, blinds drawn, lights off, pupils asked to sit quietly away from windows, sight glass and lines of sight.
8. If a staff member is not with their own group of children, they should remain where they are.
9. Adults (dinner supervisors if at lunchtime) to remain with the children and follow the steps below. '
10. Register taken and reported on 'Teams' chat already created as above **eg '1H ALL ACCOUNTED FOR'** if outside with a child notify safe in group in the **'INVACUATION ALARM SOUNDED'** group (if this is not possible count the children in the room).
11. Staff will be instructed if it is necessary to move to a different area or sit down on the floor, via the 'Teams' **'INVACUATION ALARM SOUNDED'** group.
12. Staff and pupils remain in lockdown until a member of SLT communicates **'INVACUATION OVER'** via the 'Teams **INVACUATION ALARM SOUNDED'** group **and** the alarm is switched off (both need to be done in order to come out of lockdown).
13. Please read the teams message as there might be further specific instructions such as 'Remain inside.'
14. If the fire alarm sounds during the lockdown, nobody should evacuate as this may be set off deliberately by an intruder. It is safer to stay locked down. In the event of a fire being discovered, the emergency services should be informed and only if smoke and fire is visible should fire evacuation measures be utilised.

Indoor Invacuation Response (if already inside)

1. Once the adult recognises the threat, they should immediately inform the Admin Office who will sound the alarm (yellow alarm box inside the Reception Admin Office)
2. The office staff member who has sounded the alarm should send a 'teams' to SLT stating **'INVACUATION ALARM SOUNDED'**
3. Office staff to contact the police immediately.
4. SLT to send **'INVACUATION ALARM SOUNDED'** message to teachers, teaching assistants, SNAs, kitchen, Nick, Admin, Nikki and Baby Bede by opening a new 'Teams' chat and copying in all staff, Nikki Isherwood and Lesley Taylor.
5. Doors locked, blinds drawn, lights off, pupils asked to sit quietly away from windows, sight glass and lines of sight.
6. If a staff member is not with their own group of children, they should remain where they are.
7. Adults (dinner supervisors if at lunchtime) to remain with the children and follow the steps below. '

8. Register taken and reported in 'Teams' chat already created as above **eg '1H ALL ACCOUNTED FOR'** if outside with a child notify safe in group in the **'INVACUATION ALARM SOUNDED'** group (if this is not possible count the children in the room).
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11. Please read the teams message as there might be further specific instructions such as 'Remain inside.'
12. If the fire alarm sounds during the lockdown, nobody should evacuate as this may be set off deliberately by an intruder. It is safer to stay locked down. In the event of a fire being discovered, the emergency services should be informed and only if smoke and fire is visible should fire evacuation measures be utilised.

Designated Safe Areas and Entrances

Year Group	**Designated Entrance**	**Designated Safe Area**
Nursery	Nursery door	Nursery Classroom Cosy room
Reception/ R1S	Classroom doors	Reception class (near internal windows)
Year 1	KS1 door Entrance near girls toilets	Y1 Classrooms
Year 2	KS1 door Opposite 2P	Y2 Classrooms
Year 3	External stairs near LH/KK office	Y3 Classrooms
Year 4	External stairs near back yard	Y4 Classrooms
Year 5	External doors to classrooms	Y5 Classrooms
Year 6	External doors to classrooms	Y6 Classrooms