



Invacuation Policy

An invacuation or lockdown occurs when circumstances dictate that the safety of pupils and staff is better ensured by them being kept inside the building with the doors and windows locked and the blinds/shutters closed. Pupils should be moved away from the windows and doors for prime safety. The reasons for invacuation/lockdown could be as a result of a chemical spillage/weapons crisis/air pollution/nearby fire/criminal activity/weapons crisis/dangerous dog etc.

PROCEDURE

- Remain calm
 - Move slowly
 - Obey instructions
 - Do not provoke an incident
1. If there are children outside, the headteacher, or designated person, will move outside and ensure that the children enter the building as calmly as possible and return to their own base class. Teachers and staff should return to their base class.
 2. The office staff will contact the police on 999 if necessary.
 3. If the children are in the building, the Headteacher or designated persons will quietly inform all staff of the situation. The agreed signal will be activated to inform staff and pupils that the school is in lockdown.
 4. Depending on the circumstances, staff should ensure pupils remain in the classroom with locked doors and windows. Staff should close any blinds, move all the children to their designated area and sit down quietly.
 5. If necessary pupils may need to be evacuated, in a quiet and orderly manner, away from the situation into a safer area defined by staff or police.
 6. Staff should account for all children immediately and inform the office of anyone missing. This can be done via email – to the office and the headteacher so that staff do not need to wander around school.
 7. Staff should try to keep the children calm and quiet.

8. If necessary, parents/carers should be notified as soon as practicable to do so via the My School App messaging service that there is a lockdown situation, they should be given enough information about what will happen so that they are reassured that everything possible is being done to ensure their child's safety:

- they should not contact the school as this will tie up the phone lines
- they should not attend school as this could interfere with the emergency services access to school and they may put themselves in danger;
- they should wait for the school to contact them about when it is safe to collect their children.

9. Pupils will not be released to parents during a lockdown.

10. If it is found to be necessary to evacuate the building, the fire alarm will be sounded.

11. School should stay in contact with Emergency Services at all times and follow their instructions.

12. A lockdown drill should be undertaken at least annually.

13. Parents should know that there is a Lockdown Plan and that a copy is on the website.

14. Lockdown information should be displayed in every classroom/area.

Main Office	As soon as the signal is given, office staff should lock the office door and close blinds and shutters. Staff should then be seated on the floor under their desks with the office manager keeping hold of the school mobile or the cordless phone. If it is necessary to make a 999 call then the office manager should do this.
Keyworker Office	Lock the door, close all blinds and move to the sofa on the left hand side of the room.
SLT Office	Close the blinds, lock the door and be seated under the desks.
Base 1 Science	Lock the classroom door. Close the window blinds. If there is room, all pupils and staff move to stockroom. If this is not possible, sit under the table as near to the stockroom as possible. Turn stools on their sides to block
Base 2	Lock the classroom door. Close blinds. Pupils and staff sit under the tables with stools turned on their side to block the fire door and vision panels from classroom door. Alternatively, if numbers are small proceed to maths stockroom.
Food Room	Ensure fire exit is secure, turn off cookers and gas and all staff and pupils proceed to library. Lock food room door and lock library door
Base 4	Lock the classroom door, close blinds and sit underneath the tables
Art Room	Close blinds, lock the door and remove to art stockroom. Lock door.
Base 6	Close blinds, lock the door and be seated under the tables
Staffroom	Close blinds, lock the door and be seated in the booth area or under the high tables
Base 7	Close the blinds, lock the door and be seated against the wall adjacent to the door
Staff meeting room	Lock the door and sit in the far corner of the room.
Nurture Building	All staff and students move to N2, Lock the door and close blinds. Sit on the floor directly underneath the windows.

Outside Areas	Playground – pupils to be brought into the main building and directed to the staffroom Conservation Area – Pupils to be directed into the Nurture building
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On hearing the signal, all staff should try and ensure that they have access to a mobile phone or laptop.

All staff should have a master key that locks all internal doors.

When the lockdown is over, a senior member of staff will come around and notify everyone or give the agreed signal to indicate that the lockdown has finished.

All children should be accounted for and a welfare check completed by class teachers