



Invacuation and Lock Down Procedures

Policy Reviewed:	September 2021
Next Review:	September 2022



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 outside of the school building. 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.

Pupils who would need support to evacuate due to physical disability or behavioural needs will have an PIP (Personal Evacuation Plan).

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.

Initiating a lock down

As an evacuation 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 evacuation procedures.

In the KS1 building, an alarm button is attached to the wall in the infant staffroom. This alarm will be taken outside at all break and lunchtimes and then returned to the staff room. In the KS2 building the alarm is located in the main office. It is the responsibility of the member of staff who notices the threat to initiate the alarm either by personally triggering the alarm or through a communicated message to a closer staff.

Notification of lockdown

The school's lockdown plan is as follows:

Signal for lockdown	Sounding of invacuation alarm system (different from the evacuation system)
Signal for all clear	Verbal signal from Executive Headteacher or Head of School (in their absence another member of SLT).
Rooms most suitable for lock down	Classrooms Offices Infant / Junior hall
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. Entrances/ windows with inside shutter access are to be locked down. A member of staff from each area/ unit should secure the shutters in their area. These are to remain in lock down until the Executive Headteacher or Head of School indicates otherwise. The office staff will shut down the main entrance, PPA, staff and rooms.
Assembly points	Pupils and staff who are in their own building should return to their classroom and ensure it is secured. Pupils and staff who are not in their usual building location should assemble in the Infant or Junior hall. Under no circumstances should staff or children exit a building in order to return to their class or place of work.
Communication arrangements	Telephone system Mobile phones Skype communication system

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 or assemble in the hall if it is not their usual building. Designated hall marshals will be present in each hall to ensure staff presence until other staff arrive. At lunchtime, any children in the dining hall move to assemble in the infant hall. 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 or assemble in the hall if it is not their usual building. Teaching staff and TAs will return to their classrooms and
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	lunchtime staff will line pupils up in classes in the halls.
Securing classrooms	<p>Class teachers and TA's/ lunchtime staff should secure the classroom.</p> <p>Staff members take action to increase protection:</p> <ul style="list-style-type: none"> - block access points - keep out of sight - stay away from windows and doors - keep out of sight - sit on the floor, under tables or against the wall <p>*in the case of extreme weather- top floor classes to evacuate to lower floor</p>
Securing the dining hall	Kitchen staff are responsible for ensuring all doors and windows in the dining room, kitchen area and site manager's area are closed and locked.
Securing entrances and exits	All classroom doors and windows are to be closed and locked. Entrances/ windows with inside shutter access are to be locked down (see table of responsibilities). These are to remain in lock down until the Executive Headteacher or Head of School indicates otherwise.
Assembly points	<p>Pupils and staff who are in their own building should return to their classroom and ensure it is secured.</p> <p>Pupils and staff who are not in their usual building location should assemble in the Infant or Junior hall. Under no circumstances should staff or children exit a building in order to return to their class or place of work.</p> <p>Staff who do not work in set classes should assemble in the hall e.g. sports coach, counsellor, Arrow staff etc.</p>
Communication arrangements	<p>Telephone system</p> <p>Mobile phones</p>
Accounting for pupils and staff	<p>Once in class teachers will use their laminated registers to account for pupils in their class. On this they must circle the names of any missing pupils.</p> <p>For pupils in a different building staff will access printed laminated registers. In KS2 these will be accessed from the office. In KS1 these will be accessed from the staff room. Hall marshalls will then complete the register.</p> <p>Staff will be ready to report the numbers of pupils and names to the designated unit marshal who will collect the information and liaise with the office staff.</p> <p>The office staff will combine numbers of pupils from both buildings for each class and identify any missing pupils.</p>

Communication with parents

After liaison with emergency services, if necessary parents will be notified as soon as it is practical to do so via the school's established communication network – text.

Parents will be told:

'The school is in a lockdown situation. During this period the telephones and entrances will be un-manned, external doors locked and nobody allowed in or out of the building.'



Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk. Pupils will not be released to parents during a lock down. Parents will be asked not to call school as this may tie up emergency lines.

If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

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 half 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.

Invacuation Marshals

Marshals have specific roles in the event of invacuation. These are detailed below.

Role	Staff
<p><u>Accounting for pupils in the unit</u> This member of staff will visit each class and speak to staff and record the number of pupils and staff present on the overview sheet. They will also collect the laminated register which will identify any missing pupils. In KS2, This information will then be taken to the main office. In KS1, the marshal will move to the hall and begin accounting for pupils in the hall.</p> <p><i>Unit leads are responsible for notifying the deputy marshal if they are required that day due to staff absence.</i></p>	<p><i>Invacuation marshal lead KS1</i> L Crossley (deputy- M Dawson)</p> <p><i>Invacuation marshal lead Y3/5</i> B Winter Hardman (deputy S Foster)</p> <p><i>Invacuation marshal lead Y4/6</i> C Hurst (deputy J Ebrahim)</p>
<p><u>Accounting for pupils in the hall</u> This member of staff will coordinate accounting for pupils in the hall and recording it on the laminated sheets before taking to the office (KS2) or phoning the office (KS1). Staff in the hall record the number of pupils and staff present and circle and missing pupils on the register. In KS2 this information is returned to the office. In KS1 this information is given to the KS1 marshal lead who will make a call to the office.</p>	<p><i>Hall marshal lead KS1</i> S Spilsbury</p> <p><i>Hall marshal lead KS2</i> N Thompson</p>

Staff training

Staff training takes place at least annually or may be sooner following feedback from an invacuation drill or if there are any policy changes. Invacuation marshals and office staff are briefed half termly to ensure they are confident with procedures.

Review

This policy and procedures will be reviewed following a lockdown drill or earlier if required.

Lock Down Plan

Management and Control	
Nominated person	Responsibility
Executive Headteacher/ Head of School	Initial contact with the emergency services Coordination of further action
Teachers and Teaching assistants Lunchtime staff	Securing the doors and windows including shutters. Pupil Control Accounting for pupils in that class Safety within the safe zone which may require moving if unsafe e.g. to hall or upstairs
Office staff	Coordinating cross building pupils accountability Supporting the Executive Head/ Head of School based upon advice from emergency services Communicating with parents as required – school text system. Securing shutters- office, hall, PPA, staffroom, conference room
Site staff	To liaise with Executive Head/ Head of School/ office staff. To secure any areas that they are working in or are close to.
Kitchen staff	Securing the kitchen, dining hall and site managers area

Signals	
Signal for lock down	Invacuation alarm system
Signal for all clear	Verbal signal from SLT

Lockdown Plan				
Step	Initial response	Check	Time	Signed
1	Ensure all pupils are inside			
2	Secure all entrance points			
3	Dial 999 if required			
4	Complete register of pupils			
5	Staff members take action to increase protection: <ul style="list-style-type: none"> - block access points - keep out of sight - stay away from windows and doors - keep out of sight - sit on the floor, under tables or against the wall - in the case of extreme weather- top floor classes to evacuate to lower floor 			
6	Ensure that all pupils are aware of an exit point if the room becomes unsafe			
7	Check for missing staff / pupils if safe to do so			
8	Remain in safe area until the all clear signal has been given			



Accounting for Pupils Overview Sheet

	Number of pupils present in classroom	Number of pupils present in KS1 hall	Number of pupils present in KS2 hall	Total pupils accounted for	Total pupils in school
U3					
Nursery					
Rec O					
Rec G					
1E					
1S					
2C					
2K					
3K					
3M					
4B					
4H					
5C					
5S					
6H					
6N					
6HN					