



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/dangerous dog etc.

PROCEDURE

- Remain calm and quiet
 - Move slowly
 - Obey instructions
 - Do not provoke an incident
1. If there are children outside, the headteacher, or a designated person, will give five short rings of the school bell and ensure that the children enter the school as calmly as possible through the nearest point and return to their own base class or join another class base if safer. Teachers and staff should return to their base class when it is safe to do so.
 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 inform all staff of the situation. The agreed signal will be activated to inform staff and pupils that they school is in lockdown. The signal can be activated via any of the Walkie Talkies which are situated around school and in all classrooms. This can be done by firmly pressing the button on the side of any Walkie Talkie until the alarm sounds. Walkie Talkies should be kept on and fully charged at all times. The Site Manager will regularly check that they are working and charged.
 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 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 Teacher2Parents 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.

	When the alarm sounds, office staff should move into the Headteacher's office. CK to log on to Head's machine to receive emails. KM to press the outside bell – 5 short rings. KM to check library is clear.
Nursery	Ensure all children are indoors (including any children in the main playground) and the external door is locked. Close all the blinds. Assemble children into far corner of the room and shield with furniture where possible. Children to remain seated and as quiet as possible.
Reception	As soon as the signal is given, one member of staff from EYFS/KS1 should close the blind on the corridor door immediately. Ensure all children are indoors and the door is secured behind them. Move into Year 1. Move to designated area of classroom, sit down and remain quiet.
Year 1	Once both year 2 and reception are in the room, the side door should be bolted and the main door should be locked with the key.
Year 2	Move into Year 1. Move to designated area of classroom, sit down and remain quiet.
Year 3	Adult from Year 3 to lock the door in Corridor outside their room. Ensure the classroom door is locked and the fire hook is on. Move to designated area of classroom, sit down and remain quiet.
Year 4	Ensure the classroom door is locked and use the internal door to move into year 5. Move to designated area of classroom, sit down and remain quiet.
Year 5	Ensure the classroom door is locked. Close the blind on the door. Move to designated area of classroom, sit down and remain quiet.
Year 6	Ensure the classroom door is locked. All children to move into the cloakroom. Sit down, close the blinds and remain quiet. Where possible, staff should take a mobile phone / laptop / Ipad with them to be used as a possible means of communication.
Hall	Any children working in the hall at the time of an evacuation should move into the PE store or the Hygiene suite, whichever is thought to be most appropriate at the time. Or split between the two areas if there are enough staff to accompany children. These should be made as secure as possible during a lockdown.

Library	A member of office staff should check the library and direct the children to the safest place depending on the number of children and the nature of the emergency.
Outside Classroom	Ensure the classroom door is locked. Close all the blinds. Move to designated area of classroom, sit down and remain quiet.
Lunchtime	Ensure all children are brought inside quickly. Lock all doors and windows and close blinds. Sit all children down and establish a quiet and calm environment.
Loft Studio Staffroom	All staff and visitors in these areas should move to the loft and lock the door, ensuring that they have a walkie talkie / laptop / mobile phone for communication.

On hearing the signal, all staff should close as many blinds as possible.

Ensure doors are closed/locked.

Try to keep a mobile phone / Ipad / laptop with them.

Duplicate keys to all classroom doors should be hung above the door on the inside of the classroom.

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.