



## Invacuation & Lockdown Policy

### Invacuation/Evacuation and Lockdown

An invacuation occurs when circumstances dictate that the safety of pupils and staff is better ensured inside the school buildings, with doors and windows locked and blinds/curtains drawn. If full lockdown is required then pupils would be moved away from windows and doors for prime safety; it may also be necessary to take additional cover under tables, worktops or in a cupboard depending on the nature of the threat.

This could occur as a result of a chemical spill, weapons crisis or criminal activity.

It may be necessary to evacuate the building in the event of an external threat such as an armed attack and this policy contains guidance for staff as to how best to respond in such a situation.

### Procedure

**(Management of the situation will depend on the circumstances presented)**

- Remain calm
  - Move slowly
  - Obey instructions
  - DO NOT PROVOKE AN INCIDENT
1. Office staff will contact police on 999.
  2. The Headteacher or designated deputy will quietly inform staff of the situation.
  3. A member of the office team will advise the kitchen staff of the invacuation /evacuation and whether full lockdown is required depending on the situation.
  4. If the threat is detected by another member of staff they must get a message to the office who will then ensure the rest of the school are informed.
  5. If children are out on the playground the staff on duty will give three long blasts of their whistle which will be the signal for pupils to **walk** to the **nearest** entrance immediately.
  6. The duty staff must remain on the playground until the last pupil has entered the building and then must enter by the nearest entrance closing and securing the door behind them. A message must be sent calmly and quickly that all doors can be closed and secured once everyone is inside the building. A headcount must be conducted immediately by the adult in charge of the class. This needs to take place as soon as possible.
  7. Depending on the circumstances staff will ensure pupils remain in classrooms with locked doors and windows with blinds drawn and shutters pulled across until further instructions are given by the HT or Police.
  8. If a threat is identified as coming from the front of the school then it may be necessary to evacuate the children to a place away from danger and of safety.
  9. Staff would need to direct and guide children out of the safest exit and onto the playground; keeping low to the ground and moving quickly and quietly towards the Edenhurst Drive gate. Once through the gate staff will need to decide which route away from the school is the safest and move the children accordingly.
  10. Staff should, if it is possible, contact Police on 999 to give details of the location of the attack, a description of the attackers and the nature of the attack.

11. There should always be an adult at the front of the group and an adult at the rear of the group to ensure no one is left behind.
12. St. Jerome's Parish Church and/ or Woodlands Primary School may be used as a place of sanctuary if needed.
13. Staff and children must remain in the place of safety until they are notified otherwise and must cooperate exactly with instructions given by the Police or other authorities.
14. The Police officer in charge will evaluate the situation and notify the HT when the school is safe and/or if any further action is needed.
15. The incident will be reported to parents once it is concluded and it is safe to do so.
16. The incident should be reported to the Local Authority by the HT.

As with every policy and plan staff need to follow the procedure as closely as possible however as it is impossible to anticipate every eventuality; staff must use their professional knowledge, skills and experience to make decisions to ensure the safety of the children in their care. Following any incident this policy will be evaluated and staff will be de-briefed. The invacuation policy without full lockdown will be practised once a year with the whole school.

Adopted: September 2015

Date of review: November 2022