



## INVACUATION POLICY

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, but in the school grounds.

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.

### Threats

There are a number of possible situations that could be seen as a threat and therefore demand a response for example:

1. An animal wandering into the school grounds.
2. A stranger (adult/youth) who enters or attempts to enter the school grounds.
3. An object thrown into the school grounds from outside.
4. The collapse of a tree, wall or fence etc.

### Action in response to an identified threat

1. Whenever a group of children are outside there will always be at least one adult with them.
2. In the event of a threat arising it is the responsibility of the adult(s) with them to get the children into the building as quickly and as sensibly as possible through one of the designated entrances.
3. Once the children are in school a number of steps need to be followed:
  - a. Notify the Principal or the School Office or the Teacher on lunch-time duty that there is an emergency;
  - b. The person notified will then ring the **school bell continuously** until he/she is notified that all children are safe in school.
  - c. Close all doors and if necessary lower shutters;

- d. Take a head count and check it against the number on the class register or the dinner time sheet and notify the Principal/Office/Teacher on duty that all children are accounted for;
- e. Staff who are not with their own group of children at the time of an alarm sounding should immediately return to their classroom and resume responsibility for their children.
- f. Await further instructions.

## Raising the Alarm

It is important that all people on site at the time of an emergency know that they need to respond at the earliest opportunity. If a threat is identified, alert an additional staff member who will inform the school office who will then sound the continuous bell.

Children will be brought into school on hearing the sound of a continuous ringing of the school bell or the sound of a continuous whistle blow. Pupils and staff should take the safest, appropriate route to their class unless otherwise directed.

A designated staff member will inform the school office when all pupils have been accounted for. These adults have been allocated as follows:

Nursery	Miss Munshi
Reception	Mrs Simjee
Year 1	Miss Jefferies
Year 2	Mrs Dakri
Year 3	Mrs Newton
Year 4	Miss Smyth (report to Miss Smyth in Y6)
Year 5	Mrs Brocklebank (report to Miss Smyth in Y6)
Year 6	Miss Smyth (inform office of Y4, 5 and 6)

## Entrances

Bearing in mind the need to ensure that the school building is secure from strangers who may wander into school at any time, we also need to ensure that there are sufficient entrances which may be used in the event of an emergency.

Five entrances have been designated for this purpose:

1. The classroom entrance for Reception and Nursery.
2. The classroom entrance for Year 1 and Year 2
3. The cloakroom entrance for Year 2 (Years 4 and 5 to use this entrance).
4. The corridor entrance for Year 3. (Years 3 and 6 to use this entrance).
5. The entrance next to the staffroom/community room (if this is the closest entrance).

This will of course mean that staff out on duty at any given time would need to keep an eye on those entrances.

Once safely inside the school, staff should escort pupils to the classroom and then account for all pupils. For year 4, 5 and 6 they should congregate in the hall to avoid congestion on the stairway. Once in class there should be minimal movement around school until the all clear is given by a member of SLT.

## Within classrooms

Staff should secure all doors and windows and account for all pupils using the fire register. If staff feel it is necessary then close blinds to reduce visibility and switch off lights. SLT will inform class teachers when the threat has been dealt with.

### **Escalation and lockdown procedure**

If the situation escalates the continuous bell ring will change to signify lockdown procedure. The bell ring will continue and have small sharp breaks. During lockdown, movement around school must be kept to a minimum, classroom doors should be locked, windows and blinds closed. School is to remain in lockdown until a member of SLT has given the all clear to staff.

### **Following an Incident**

Following an incident pupils will have an age appropriate debrief of the situation and parents will be informed as soon as possible. Further actions may be necessary such as counselling or reviewing of procedures.

**Reviewed:**                      **September 2019**

**Next Review Date:**        **September 2020**