



# LOCKDOWN / INVACUATION POLICY

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<b>Date of Policy Adoption by Governing Body</b>		Signed _____ <b>MRS M LUMLEY</b> _____ Chair of Governing Body	
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<b>Method of Communication (e.g Website, Noticeboard, etc)</b>		Signed _____ <b>MR A BLACKWOOD</b> _____ Headteacher	
Website			

## **LOCKDOWN POLICY AND PROCEDURES**

### **RATIONALE**

As part of our health and safety policies and procedures, the school has a lock down policy.

On very rare occasions, it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity. A lock down is implemented when there are serious security risks on the premises due to for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent on causing harm or damage.

### **NOTIFICATION OF LOCKDOWN / INVACUATION**

For the purpose of this report;

'Lockdown' refers to a situation when pupils are to remain within their own classroom and measures be taken to ensure their safety. The most likely application of this would be when a 'threat' exists within the school building and it is felt members of our community would be safest within their own classrooms, taking sheltering measures as appropriate.

'Invacuation' here refers to a situation where all pupils will transfer to the school hall and measures taken to ensure their safety. The most likely application of this would be when a 'threat' exists external to the school building, perhaps in the grounds. Where it was felt members of our community would be best gathered together in the hall, with fewer windows to the outside and limited access points.

Staff will be notified that one of these procedures is to be undertaken by means of one of two possible notifications –

'Lockdown' (remain within their own classroom) – three prolonged sounds of the internal bell system (that used on a morning to signal the start of the school day). \*

'Invacuation' (all pupils will transfer to the school hall) – one continuous sound of the internal bell system (that used on a morning to signal the start of the school day). \*

In addition, a member of the Administration staff and / or the Headteacher will use the internal phone to notify those in the detached classroom (currently Y6). They will issue the instruction to either 'lockdown' or 'invacuation' .

This alarm is in most circumstances to be raised by the Headteacher – any member of staff with concerns that such a procedure should be undertaken should consult the Head first, who will then raise the alarm. However, if the Headteacher is not present / contactable or to do so would place yourself or others in immediate danger then any member of staff can exercise their professional judgement in signalling the need for such a procedure to begin.

## PROCEDURES

In the first instance the procedure for both 'Lockdown' and 'Invacuation' will be similar.

Following the appropriate alarm being sounded ;

- Office staff are to make sure the front entrance door is locked and so too is the internal door to the hall.
- Office staff to inform the catering staff of the nature of the emergency. The catering staff are to remain in the kitchen and make sure all outside doors are locked.
- Headteacher will begin to ensure other external doors are locked.
- School Administrator will get the school cordless phone and when in a place of safety will contact the police. If safe to do so they should remain at the front of school with a view to the main entrance.
- From this point onwards the front entrance door to be opened ONLY by the Headteacher or School Administrator when it is required to be so, e.g. to allow access to emergency services etc.  
**STAFF/VISITORS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN**
- Children and adults will be ushered in to the school building if on the playground or in the outdoor EYFS area as quickly as possible.
- Members of staff on duty to do a sweep of the outdoor areas before coming into school and securing the outside doors.

In the event of 'lockdown' ;

- Children and staff will remain in the room they are in.
- Staff or children in the hall taken to the classroom
- Staff on PPA stay in staffroom
- Staff will ensure windows, blinds, roof openings and doors are closed.
- Where possible get everyone to lie flat on the floor or get as low to the floor as possible. Children to be positioned under tables where appropriate and away from windows and doors.
- Lights, smart boards and computer monitors to be turned off.
- Staff should sit on a chair, on the floor or under a table.
- A roll call will be taken using the scholarpack register once in lockdown positions.
- The Headteacher / Administrator will attempt to make contact with each member of teaching staff to assess their situation – this will most likely be by mobile phone.
- If felt appropriate adults within classrooms should make any measures felt viable and appropriate to secure the classroom. This may include moving furniture, barricading doors etc. This should only be attempted if safe to do so.
- Please try to reassure all those with you and maintain silence where possible as to not alert the intruder of your location until help arrives.
- If you have a means of communication (mobile phone), please try and update the relevant people of your location, status and the intruders whereabouts but only if it's safe to do so.
- **NO ONE SHOULD MOVE ABOUT THE SCHOOL ONCE IN PLACE.**
- Staff to support children in keeping calm and quiet.
- Staff to remain in lock down positions until informed by key staff that there is an all clear.
- This will take place by a verbal 'all clear' message from the Headteacher or Administrator.
- As soon as possible after the lock down is at an end, teachers return to their base classroom and conduct a roll call and notify the office immediately of any pupils not accounted for.

### In the event of 'Invacuation' ;

- All pupils and classroom staff are to be moved to the hall.
- If safe to do so staff transitioning to the hall should try to ensure windows, blinds, roof openings and doors throughout school are closed / locked.
- A seating plan similar to that used within assemblies should be used by classes arriving in the hall.
- Staff will ensure windows, blinds, roof openings and doors are closed.
- Lights, smart boards and computer monitors to be turned off.
- Staff should sit on a chair, on the floor
- A roll call will be taken using the scholarpack register once in invacuation positions.
- The Headteacher / Administrator will attempt to make contact with each member of teaching staff not present in the hall to assess their situation – this will most likely be by mobile phone.
- If felt appropriate adults within the hall should make any measures felt viable and appropriate to secure the room. This may include moving furniture, barricading doors etc. This should only be attempted if safe to do so.
- Please try to reassure all those with you and maintain silence where possible as to not alert the intruder of your location until help arrives.
- **NO ONE SHOULD MOVE ABOUT THE SCHOOL ONCE IN PLACE.**
- Staff to support children in keeping calm and quiet.
- Staff to remain in lock down positions until informed by key staff that there is an all clear.
- This will take place by a verbal 'all clear' message from the Headteacher or Administrator.
- As soon as possible after the lock down is at an end, teachers return to their base classroom and conduct a roll call and notify the office immediately of any pupils not accounted for.

### COMMUNICATION WITH PARENTS / CARERS

- If necessary, parents / carers will be notified as soon as it is practical to do so via the school text system.
- 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 / carers during a lockdown
- Parents / carers will be asked not to call school as this will tie up emergency lines
- If the end of the day is extended due to the lockdown, 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 / carers will be sent home as soon as possible following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following these procedures in very rare circumstances.

### LOCKDOWN / INVACUATION DRILLS

Practices will take place a minimum of twice a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made. (Children may not be asked to hide during practices)

## **IMPORTANT**

While this policy outlines a theoretical approach all staff may need to make reflective changes to it in the event of serious threat.

It is impossible to plan for every conceivable threat that could be posed to the wellbeing of pupils and staff. Following this policy and reflectively adapting as seems prudent would likely be the best approach to take.

In the event of 'lockdown' or 'invacuation' decisions would need to be taken very quickly by teaching staff dependent on the nature and proximity of the threat. It is unlikely that there would be time to confer.

Priority must always be to protect the wellbeing of all stakeholders and any decisions made should reflect this aim.

**This policy has been formulated taking into account the Counter Terrorism Policing advice to -**

- **RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...**
- **HIDE It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...**
- **TELL the police by calling 999.**

**Remember, attacks of this nature are still very rare in the UK.**