



Evacuation and Lockdown Policy



Encourage, Guide, Support, Celebrate

Date Approved: Autumn 2024

Review Date: Autumn 2026

Rationale

As part of our Health and Safety policies and procedures the school has an Evacuation and Lockdown Policy. On very rare occasions it may be necessary to seal off the school so that it is not able to 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.

Evacuation of the Building

Examples where evacuation may be necessary, although are not limited to include:

- Fire
- Bomb Threat
- Leak of hazardous gas

Where evacuation of the building is necessary the School's Fire Bell will be rung and staff adhere to Fire Drill procedures.

Procedures for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police. On receipt of a "Bomb threat" -the Office Manager/ member of SLT will Dial 999 and police will respond. School will always consider their advice before a decision is taken to close or evacuate.

Lockdown Procedures

Lock down procedures may be activated in response to any number of situations, these may be:

- A reported incident or disturbance in the local community.
- An intruder on site.
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
- A major fire in vicinity of the school.
- The close proximity of a dangerous dog.
- Serious weather conditions.

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. In order to warn of these dangers, we will ring the school bell 3 times.

Notification of Lockdown

Staff will be notified that lock down procedures are to immediately take place by the bell ringing 3 times in a consecutive sequence.

Procedures:

1. Staff will ensure all pupils are inside the school building.

2. If the children are outside, staff will bring them back into their classrooms and lock any outside doors and close any windows that may be open.
3. These signals will activate a process of children being ushered into the school building (if on the playground) as quickly as possible and the locking of all outside doors.
4. At the given signal, the children will remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off.
5. Children, or staff, not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when siren goes. Staff will notify their class teacher through the internal phone system.
6. If practicable, staff should notify the front office by phone that they have entered lock down and those children not accounted for.
7. Senior Leadership Team (who are not responsible for a class) and the Office Manager will ensure all doors are closed.
8. A member of the SLT will inform Pavilion Nurse that the school is in lockdown.
9. In the event of the need to call the emergency services, the Office Manager will dial 999 and request the emergency service required.
10. Staff to support children in keeping calm and quiet.
11. Staff to remain in lockdown positions until informed by either the HT, DHT or Office Manager that there is an all clear.
12. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

Staff Roles:

1. Office Manager to ensure that the office is locked and police called if necessary.
2. Office Manager to lock the school's front door.
3. SLT to ensure side gate is locked.
4. All staff to ensure any external doors within the vicinity are locked.
5. EYFS staff to ensure side gate to Nursery is locked.
6. Individual staff to close classroom door(s) and windows. Nearest adult to check exit doors in doors are locked.
7. If it is safe to do so, any staff in the staffroom or catering staff to lock the external door.

INDIVIDUAL STAFF CANNOT LEAVE THE PREMISES DURING LOCKDOWN.

Once school are satisfied that the school is no longer under threat then the bell will be rung 4 times.

Communication with parents

If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network – email/school app/text/letter.

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 communication with parents will be sent home as close as possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills

Lock down practices will take place a minimum of once 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.

Parents will be informed if there has been a lock down drill.

Review

This policy and procedures will be reviewed annually as a part of Emergency Fire and Evacuation Plan and H+S Policy.

