



# Invacuation Policy

## 2025 - 2028

Wyton on the Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Parents trust schools to keep their children safe both in school and when learning outside the classroom. Thanks to the efforts of school staff and governors, schools normally remain a safe haven for children however; schools could become involved in an emergency at any time.

The Department for Education (DfE) recommend that schools have emergency plans in place. Planning and preparing for emergencies can save lives. These actions can also help prevent an incident from worsening, protect against litigation and enhance the schools standing as a safe place to learn and work, giving confidence to staff, parents and pupils.

**Definition:**

An invacuation or 'lockdown' occurs when circumstances dictate the safety of the pupils and staff is better ensured with doors and windows locked, blinds and curtains drawn. Pupils would be moved away from windows and doors for prime safety.

**Types of emergencies:**

An emergency incident can be clarified as an unexpected event which affects the school community, and which causes disruption on a scale which is beyond the normal coping capability of the school. The emergency incident may involve significant threat, damage, or injury to property and individuals, and may have long term impacts on pupils, staff, governors and parents.

The following are examples of emergency incidents which may impact on the school and necessitate activation of the emergency plan.

- A fire within the school or nearby premises
- A serious accident involving children and/or school personnel, on/ off site
- Death of a pupil or member of staff
- Kidnap or disappearance of a pupil
- A terrorist attack, or violent intruder on or nearby school premises
- Chemical or toxic substance release on or off site
- Severe weather events such as flood, high winds, extreme storms etc
- An animal on school premises

**Procedure:**

Management of the incident will depend on the circumstances presented at all times staff must:

- **Remain calm and keep the children calm**
- **Move slowly**
- **Obey instructions**
- **DO NOT PROVOKE AN INCIDENT**

1. Staff will be alerted to the activation of the plan by continuous blasts of a whistle by the person who first identifies the threat – and / or quietly informed by the Headteacher or (designated appointed person) Senior Teacher or the nominated person depending in the immediacy of the danger and the nature of the alert.
2. The office staff on duty will contact the police on 999 via the most appropriate phone, which may include their personal mobile depending on the proximity of threat to their location. On occasions when no office staff are in the building, this responsibility will be delegated to another appropriate member of staff, for example the Pre-School Room Leader, who has easy access to a phone.
3. Pupils and staff who are outside the building will be brought in as quickly as possible through the nearest available entrance and will return to their classroom where their key staff members will also go.
4. All external doors (and windows) are locked by the last adult coming in.  
The nearest adult to any external doors will lock these when children are inside.  
Any keys will be kept in a designated place and left in locks once doors are locked. The following procedure will be followed:
  - Internal classroom doors will be locked.
  - Blinds will be drawn if it is safe to do so.
  - Tables will be overturned across the room and children will sit at the back of the classroom, furthest from the window, behind the wall of tables while the register is taken.
5. Any visitors in school will make their way to their designated area (the class / group / area with which they are working) with the member they are working with and their presence noted on the register for that class / group.
6. Once in 'lockdown' mode, class registers, must be taken on Bromcom if accessible (or on paper if Bromcom is not accessible).
7. Parents will be notified at an appropriate stage after having assessed the impact of this and after consultation with partner agencies.  
Parent communication during an invacuation/lockdown will give enough information so that they:
  - Are reassured that the school understands their concerns for their child's safety and that it is doing everything possible to ensure his/her safety
  - Do not need to contact the school. Telephone lines must be kept open for the school to contact emergency providers
  - Do not come to the school. Emergency Service access is paramount and they may put themselves and others at danger
  - Wait for the school to contact them with information about when and where it will be safe to collect children.

#### **Message to parents:**

School may need to reinforce the message as follows:

*Due to an ongoing incident, Wyton on the Hill School has been placed into a lockdown procedure. At present the school telephone line is unmanned and visitors/parents are asked to refrain from attending the site and general area. We will keep you informed of this situation.*

**NB: Messages will be sent to parents by the School Business Manager or by the Head teacher in his absence, or, in the absence of both the School Business Manager and the Head teacher, this responsibility will be delegated by the office staff to another appropriate member of staff, for example the Pre-School Room Leader, who has easy access to office facilities.**

8. Pupils will not be released during a 'lockdown' as this may increase the danger for themselves and others.
9. If it is necessary to evacuate the building, the fire alarm will sound and the building evacuated according to a threat assessment by a staff member. Should individual members of staff assess that a threat to themselves or pupils is imminent and a means of escape is available, they should immediately take steps to self-evacuate to a location they believe to be the safest under the circumstances.
10. On evacuation members of staff should take with them any registers taken during invacuation and these should be handed, when possible, either to the Headteacher/Senior Teacher or to the Emergency Services.
11. The Headteacher, Senior Teacher or the nominated person MUST contact the Local Authority Education Advisors as soon is practicable to do so and also the Chair of Governors and Safeguarding Governor:
- Education Advisor – Phil Nash: 01223 699448
  - Education Advisor – Rachel Schofield: 07765 742629
  - Chair of Governors / Safeguarding Governor – Chris Lewis: 07802 630698
12. The police officer in charge will evaluate the situation and notify the Headteacher (designated appointed person) Senior Teacher or the nominated person when the school is safe and / or if further action is needed.

**Calmness is the key:**

**C – Create distance**

**U – Use cover**

**T – Tell others**

**Implementation:**

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 appropriate and sensitive practice as well as through talk.

**Invacuation procedures /Lockdown Drills:**

- Will be reviewed annually as a desktop exercise by staff and health and safety governors, followed by a staff walkthrough, with a record kept of discussions held after the drill

**Invacuation procedures /Lockdown Policy:**

- The invacuation procedure/lockdown drill will be displayed in each classroom and key areas of the school building, alongside the school's fire procedures.

**Emergency Services:**

It is important to keep lines of communication open with Emergency Providers as they are best placed to offer advice as the situation unfolds. The school site may/may not be cordoned off by the Emergency Services depending on the severity of the situation that has triggered the invacuation/lockdown.

The Emergency Services will support the Headteacher / Deputy Headteacher or the nominated person regarding the timing of communication with parents.

## IMPACT AFTERWARDS

Emergencies involve more than just a physical response to an unexpected or sudden event or situation; they also have an emotional and psychological impact on people, which can affect individuals for an extended period after the emergency.

With this in mind, consideration should be given to providing support and encouragement to the children or a divertive activity to take their mind off the situation; the possibility of trauma; and the need for reassurance.

Emergencies have the ability to compromise not only the physical safety of the children, but also the children's feelings of safety and security. Play and learning experiences following an emergency situation should be structured to encourage children to express their thoughts, feelings and emotions regarding the event.

Where it is deemed necessary, Wyton on the Hill Primary School bears the responsibility to provide professional counselling services for both children and staff.

Following any invacuation, an evaluation exercise should take place.

The policy applies at all times of the day and must therefore be shared with every member of staff.

Date:

Review date: March 2028

\_\_\_\_\_ (Signed Chair of Governors)

INVACUATION/LOCKDOWN SIGNAL
The need to invacuate the premises will be signalled by continuous blasts of a whistle or being quietly informed by the Headteacher or Deputy Headteacher or nominated person
INVACUATION/LOCKDOWN LOCATION
<p>The invacuation location is :</p> <ul style="list-style-type: none"> <li>• Preschool Class into the Reception classroom</li> <li>• Reception Class into their classroom</li> <li>• Year 1/2 into their classroom</li> <li>• KS2 children into their own classrooms</li> <li>• Office staff, kitchen staff and visitors will go to the KS1 corridor.</li> </ul> <p>When children &amp; adults are outside:</p> <ul style="list-style-type: none"> <li>• Children will enter the building through the nearest external door and make their way to their designated area.</li> </ul>
STAFF ACTION
<p>On hearing the invacuation signal, all staff, pupils and visitors will invacuate to the chosen location calmly and in an orderly manner.</p> <p>All teachers in control of a class will:</p> <ul style="list-style-type: none"> <li>• Commence the invacuation of children in an orderly way</li> <li>• Commence lock down procedures if appropriate</li> <li>• Proceed to the chosen location/nearest location</li> <li>• Carry out the roll call procedure if practical</li> <li>• Record any additional adults/visitors or other attendance notes</li> <li>• Ensure children remain at the chosen location</li> <li>• Await further instruction from: the Headteacher or (designated appointed person) Senior Teacher or the nominated person, or self-evacuate.</li> </ul> <p>On hearing the invacuation signal:</p> <p><b>Only if practical:</b></p> <ul style="list-style-type: none"> <li>• The children's and visitor register will be printed and collected by the office staff</li> <li>• The fire bag will be collected by the office staff</li> </ul> <p>On hearing the invacuation signal, all other staff and visitors will:</p> <ul style="list-style-type: none"> <li>• Proceed to their designated area (the class / group / area with which they are working) with the member they are working with and their presence noted on the register for that class / group.</li> <li>• Notify the Headteacher or (designated appointed person) Senior Teacher or the nominated person of their presence to be noted on register</li> <li>• Await further instruction from the Headteacher or Deputy Head Teacher or the nominated person unless the situation necessitates immediate action.</li> </ul> <p style="text-align: center;"><b>Roll call procedures will be as per the evacuation procedures</b></p>

## AFTER SCHOOL CLUB STAFF ACTION

On hearing the invacuation signal, all staff, pupils and visitors will invacuate to the chosen location calmly and in an orderly manner.

### **ALL CHILDREN WILL BE MOVED INTO KS1 CORRIDOR**

After School Club staff in control will:

- Commence the invacuation of children in an orderly way
- Commence lock down procedures if appropriate
- Proceed to the KS1 corridor
- Carry out the roll call procedure
- Record any additional adults/visitors or other attendance notes
- Ensure children remain at the chosen location
- Await further instruction from: the Headteacher or (designated appointed person) Senior Teacher or the nominated person, unless the situation necessitates immediate action.

On hearing the invacuation signal:

Where practical:

- The After School Club registers and will be collected by the staff
- First aid box will be collected from the hall
- Children's medications will be collected by the staff

On hearing the invacuation signal, all other staff and visitors will:

- Proceed to the chosen location detailed above
- Notify the Headteacher or (designated appointed person) Senior Teacher or the nominated person of their presence so that it can be added to the register
- Await further instruction from the Headteacher or (designated appointed person) Senior Teacher or the nominated person, unless the situation necessitates immediate action.

**Roll call procedures will be as per the evacuation procedures**

**EXERCISE RECORD** - a simulation to validate an emergency plan, rehearse key staff or test systems and procedures

**Live exercise** – a process of validating an emergency plan by physically acting out the response to a simulated emergency (eg an invacuation drill would be a small scale live exercise).

**Table top exercise** – a process of validating an emergency plan by making decisions based on a simulated emergency, but not physically acting out the response.

Exercise Date	Exercise Title	Brief details of Exercise	Aspects of plan tested	Lessons learned & actions to be taken forward	Participants