

**Nanpean Community Primary School**  
***Nurturing Children's Passion to Succeed***



**Lockdown Invacuation Policy and Procedure**

***Headteacher: Mr Nicholls***

***Chair of Governors: Mrs Watts***

**Approved by Governors (Date): 25/01/2022**

**Next Review (Date): January 2025**

Nanpean School is committed to ensuring the safety and wellbeing of its pupils in all scenarios. Under the Health and Safety at Work Act 1974 and the 'Management of Health and Safety at Work' Regulations 1999, schools must have appropriate procedures in place in the event of a serious and imminent danger to persons at work.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous animal roaming loose

The school will endeavour to follow the lockdown procedures prescribed below, although it may not always be possible to follow the plan exactly. The primary aim of these lockdown procedures is to get all the children safely into a contained space with minimal panic and distress. There must be at least two exits from this space and there must be the ability to lock all doors and windows and preferably blinds to prevent anyone seeing into the room. The Headteacher and administrative staff will keep parents and emergency services updated to minimise anxiety.

The Headteacher will ensure that all staff are aware of the school's lockdown procedures and the monitor and review the effectiveness of these procedures.

A lockdown drill will be undertaken at least once a year. A letter informing parents of the upcoming drill will be sent home in advance (appendix A). Drill information will be displayed in each room alongside our emergency evacuation procedures.

## Full Lockdown Procedure: When children are outside

Management and Control	
Nominated person	Responsibility
Headteacher	Contact with the emergency services;
School Secretary	Liaison with parents (text service); Liaison with staff via email/ text
Teacher (on a rotating basis)	Pupil control

Signals	
Signal for lockdown	If children are outside during break or lunchtime, and a threat to the safety of children is noticed by a staff member on duty, they will sound their whistle five times. This will indicate the initiation of lockdown procedures. They will then radio to another member of staff who can initiate the bell. If children are outside and the office becomes aware of a threat to the safety of children, the school bell will be sounded five times.
Signal for evacuation	The fire alarm (prolonged ring) will sound if it is necessary to evacuate the children in line with our Emergency Evacuation Procedure.
Signal for all-clear	An all-clear will be given by the Headteacher or Secretary in person.

Lockdown	
Specified assembly room	Individual Classrooms
Entrance points	Internal entrance door, external entrance door.
Communication arrangements	<ul style="list-style-type: none"> <li>Mobile phones: Please turn to silent</li> <li>Instant messaging / email – Preferably using iPads or similar.</li> </ul>
Notes	Please do not use the landline phones, the lines must be kept clear

Lockdown Procedure				
Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are inside the specified assembly room.	<input type="checkbox"/>		
2.	Secure all entrance points to the specified assembly room.	<input type="checkbox"/>		
3.	Dial 999 for the emergency service that the incident requires.	<input type="checkbox"/>		
4.	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> <li>Block access points.</li> <li>Sit on the floor, under tables or against the wall.</li> <li>Keep out of sight and draw curtains to avoid detection.</li> <li>Turn off lights.</li> <li>Stay away from windows and doors.</li> </ul>	<input type="checkbox"/>		
5.	Ensure that all pupils and staff members inside the specified assembly room are aware of an exit point in case an intruder manages to gain access or the assembly room becomes unsafe.	<input type="checkbox"/>		
6.	Check for missing or injured staff members and pupils if it is safe to do so – Access to all class registers is via SIMS. Please ensure that you are aware of this procedure.	<input type="checkbox"/>		
7.	Remain inside the specified assembly room until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		

## Full Lockdown Procedure: When children are in class.

Management and Control	
Nominated person	Responsibility
Headteacher	Initial contact with the emergency services
School Secretary	Liaison with parents
Teacher (on a rotating basis)	Pupil control

Signals	
Signal for lockdown	If children are in class and the office becomes aware of a threat to the safety of children, the school bell will be sounded five times.
Signal for evacuation	The fire alarm (prolonged ring) will sound if it is necessary to evacuate the children in line with our Emergency Evacuation Procedure.
Signal for all-clear	An all-clear will be given by the Headteacher or Secretary in person.

Lockdown	
Specified assembly room	Individual Classrooms
Entrance points	Internal entrance door, external entrance door.
Communication arrangements	<ul style="list-style-type: none"> <li>Mobile phones: Please turn to silent</li> <li>Instant messaging / email – Preferably using iPads or similar.</li> </ul>
Notes	Please do not use the landline phones, the lines must be kept clear

Lockdown Procedure				
Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are inside the specified assembly room.	<input type="checkbox"/>		
2.	Secure all entrance points to the specified assembly room.	<input type="checkbox"/>		
3.	Dial 999 for the emergency service that the incident requires.	<input type="checkbox"/>		
4.	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> <li>Block access points.</li> <li>Sit on the floor, under tables or against the wall.</li> <li>Keep out of sight and draw curtains to avoid detection.</li> <li>Turn off lights.</li> <li>Stay away from windows and doors.</li> </ul>	<input type="checkbox"/>		
5.	Ensure that all pupils and staff members inside the specified assembly room are aware of an exit point in case an intruder manages to gain access or the assembly room becomes unsafe.	<input type="checkbox"/>		
6.	Check for missing or injured staff members and pupils if it is safe to do so – Access to all class registers is via SIMS. Please ensure that you are aware of this procedure.	<input type="checkbox"/>		
7.	Remain inside the specified assembly room until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		

## Partial Lockdown Procedure: When children are in class.

Management and Control	
Nominated person	Responsibility
Headteacher	Initial contact with the emergency services
School Secretary	Liaison with parents
Teacher (on a rotating basis)	Pupil control

Signals	
Signal for partial lockdown	The Headteacher / school secretary will phone each class to inform them of a partial lockdown
Signal for full lockdown	If children are in class and the office becomes aware of a threat to the safety of children, the school bell will be sounded five times.
Signal for evacuation	The fire alarm (prolonged ring) will sound if it is necessary to evacuate the children in line with our Emergency Evacuation Procedure.
Signal for all-clear	An all-clear will be given by the Head teacher or Secretary in person.

Lockdown	
Specified assembly room	Children to stay in their classrooms, with windows shut, blinds drawn and external doors locked. Children in the hall are to move to their classroom.
Communication arrangements	<ul style="list-style-type: none"> <li>Mobile phones: Please turn to silent</li> <li>Instant messaging / email – Preferably using iPads or similar.</li> </ul>
Notes	Please do not use the landline phones, the lines must be kept clear

Lockdown Procedure				
Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are inside the specified assembly room.	<input type="checkbox"/>		
2.	Secure all external points and windows in their classroom.	<input type="checkbox"/>		
3.	Dial 999 for the emergency service if the incident requires.	<input type="checkbox"/>		
4.	Check for missing or injured staff members and pupils if it is safe to do so – Access to all class registers is via SIMS. Please ensure that you are aware of this procedure.	<input type="checkbox"/>		
5.	Remain inside the specified assembly room until the all clear signal has been given or unless full lockdown/ evacuation procedures are initiated.	<input type="checkbox"/>		

## **Appendix A: Lockdown Drill Letter to Parents**

Dear Parent/ Carer,

### **Our stay safe 'invacuation' drill arrangements**

I am writing to inform you of the school's stay safe drill that is due to take place in the last week of term. Such drills take place at least annually, and are often referred to as 'Lockdown drills', although this has been given an alternative name currently so as not to confuse anyone in relation to Covid-19 related lockdowns.

During this procedure, staff members will keep pupils indoors for a period of time, rather than use outdoor areas, open spaces or corridors. This will be an 'invacuation', whereby children and staff stay indoors, which is the opposite of an evacuation where everyone would be required to leave the building. The drill will be timed to ensure it causes the least possible disruption to pupils' learning, whilst providing a test of the lockdown procedures.

It is essential we carry out this drill, so that in the case of a real emergency situation, staff are fully rehearsed in their responsibilities and duties, and in order to identify any potential areas for improvement

Staff members will be instructed to remain calm at all times, so that pupils do not get distressed. The drill process will be explained to pupils beforehand and during registration on the morning of the drill. We hope the procedure will never have to be used, but need to ensure we are fully prepared for all situations.

The school's lockdown / invacuation procedure will come into effect in the following circumstances:

- In the event that an unauthorised person(s) considered dangerous is on school grounds.
- In instances, including domestic breakdowns, where estranged parties are attempting to abduct pupils.
- In instances where personnel, pupils, volunteers or staff become a threat to the wellbeing of others.
- In emergency situations where there is a risk from poisonous fumes or a chemical spillage.
- If a dangerous animal is on the premises.
- If an extreme weather event is causing the pupils to be at risk.

After the Headteacher has given direction for the lockdown drill to commence, the following procedures will be rehearsed:

- The school bell will be sounded five times.
- Mrs Houston (school secretary) will telephone all buildings to announce the drill. This call will be repeated.
- Mr Nicholls (Headteacher) will circulate the main buildings to announce the lockdown drill.
- Teachers will direct pupils inside, by the nearest entry point, to the nearest building.
- Teachers will lock all exterior doors.
- All windows will be secured and blinds closed (Covid-19 ventilation guidance permitting).
- Teachers will reassure pupils throughout the procedure.

- Pupils will be directed away from doors and windows.
- Nobody will be allowed in or out of any building for the duration of the drill.
- At the end of the drill the Headteacher will telephone all buildings to announce an 'all clear'.
- Time for staff and pupils to discuss the process and reflect on this.

If you have any concerns or questions, please contact the Headteacher on 01726 822447.

Yours sincerely

(Insert Name and Job Title)