

Tuesday 8th December 2020



Nanpean C P School
St Georges Road Nanpean
St Austell Cornwall PL26 7YH
Tel 01726 822447

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 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:

- 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 (windows will be left open for the drill in December 2020, as this is purely a practice drill and Covid-19 guidance states that windows should remain open for ventilation).
- 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 Mr Nicholls on 01726 822447.

Yours sincerely

Mr M Nicholls (Headteacher)

