

Invacuation Policy – Crosslee

1 INTRODUCTION

Schools are safe places for adults and children, thanks to the efforts of staff and governors, but they can become involved in an emergency at any time.

The Department for Education recommends that schools create and maintain emergency management plans. These plans should consider all possible foreseeable emergencies which go beyond just planning for fire incidents.

This policy should be considered together with the school fire evacuation plans, and the emergency contingency plans.

2 WHAT IS AN INVACUATION PLAN?

The purpose of an invacuation is to prevent (for example) an aggressive person or animal in the school grounds from causing harm to pupils and staff. The school is used as a refuge, with anyone immediately outside the building returning to the building. Entrances to the school must be secured to prevent the hazard from entering the premises. The Headteacher or person in charge must identify when and if an invacuation may be necessary.

The signal for invacuation should be clearly distinguishable to that of an evacuation. Any confusion may result in pupils and staff congregating at an assembly point, thus potentially making themselves more vulnerable.

It is very unlikely that the school will ever need to implement an invacuation but it is important to have arrangements in place to deal with such a situation.

3 SIGNALING AN INVACUATION

The need to invacuate the premises will be signaled by continuous short 3 seconds blows on the whistle until all children are inside the school. When one teacher / support staff starts to blow the whistle in this way, all staff hearing the whistle being blown in this way will replicate this, until all children are in the school.

A member of the senior leadership team will give the orders to invacuate, and any member of staff who sees the need to invacuate can give the order if there is an immediate risk, or in any other case should consult immediately with the senior leadership team member so that they can give the order and coordinate the evacuation

CALMNESS IS THE KEY

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 practice as well as through talk.

4 INVACUATION ACTIONS

On hearing the signaled invacuation order, all staff, pupils and visitors must invacuate **to the main hall** as quickly and as safely as possible – please see visual aid below. An emergency bag will be kept at all times in the reception area.

If children are outside the school, they should be directed into the hall by the quickest and safest possible route.

Senior Leadership Team

You will oversee the invacuation by following these points, remembering that it is your role to ensure and maintain the safety of all staff and children always:

- Ensure that the police have been called.
- Ensure all children are being moved to the hall.
- Ensure that all entry points to the school have been locked down.
- Ensure that the hall is locked down and a safe area.
- Give orders to deviate from this plan, should any 'safe' place be compromised.
- Be reassuring and supportive to the children.
- Ensure the children are engaged whilst in the hall.

Teachers

On hearing the invacuation order, you should take the primary role to ensure the safety of all children in the school and follow these points:

- If children are outside the school, for example in the playground, you should safety and swiftly move all children to the hall by the quickest and safest route. Staff on duty are to escort the class they are with into the hall.
- Once all children are inside the building you are to ensure that all exit doors are locked and secure. Do not assume that others have done this, it is better to check several times, than not at all.
- You are to go to your classroom prior to the hall and lock down your own classroom:
 - Ensure all windows and doors are locked
 - Close all blinds
 - Check close by rooms, such as staff rooms, and do the same.
 - Collect first aid box including inhalers and ear defenders.
 - Pick up the roll call if it is in the classroom.
- Upon completing the above actions, you should make your way to the hall and support the classroom assistants who will have started to group the children together and started to visually

do a roll call. On the way to the hall check the toilets and communal areas that you pass are clear.

- You then do a physical roll call and inform the senior leadership team if there are any children missing. Hold the register in the air to indicate all pupils in the class are there.
- You should act to ensure that all children and staff are kept safe at all times, either by taking reasonably informed decisions and actions, or as directed by the senior leadership team.
- At all times, you should ensure all actions are communicated clearly.
- Be reassuring and supportive to the children.
- Ensure the children are engaged whilst in the hall.

Classroom Assistants

- All classroom assistants will attend the hall with the children and will begin a visual roll call of all children, by lining the children up calmly in classroom order on the floor markers and away from doors and windows.
- As you will be the first staff members in the hall, it is important that you begin a lockdown of this safe area by taking the following actions:
 - Ensure that the shutters on the outside door are closed.
 - Ensure all blinds are closed on the top windows.
 - Ensure one staff member controls access to both hall doors.
 - Ensure the Kitchen staff have locked down the kitchen and are controlling access to the kitchen door.
 - Ensure pupils with SEMH needs are in D.Rushton's room and have their ear defenders on as soon as possible.
- When the teacher comes in, make them aware of any missing children, and any possible issues.
- Support other classes if you can see that they do not have the support of a classroom assistant.
- You should act to ensure that all children and staff are kept safe at all times, either by taking reasonably informed decisions and actions, or as directed by the senior leadership team.
- At all times, you should ensure all actions are communicated clearly.
- Be reassuring and supportive to the children.
- Ensure the children are engaged whilst in the hall.

Admin Support Team

You will take the following actions on the notification of an invacuation order:

- Lockdown the front of the school by ensuring all doors and gates are locked.
- The Headteacher has the responsibility for informing the police, you should make sure that this has been done.
- You should deliver all roll call and visitor information to the hall.
- You should take roll call for all visitors.
- You should attend the hall with the emergency evacuation bag.
- You will only take further action as directed by the senior Leadership team.

Kitchen Staff

You will take the following actions on the notification of an invacuation order:

- Lock and secure all doors in the kitchen area
- Ensure all equipment is put in a safe mode or turned off.
- Make your way directly into the hall and ensure that the kitchen door is secure and do not allow anyone access or exit unless directed by a senior leadership team member.
- Do not take any further action unless directed by a senior leadership team member, or to protect staff and children in an emergency.

All other visitors

All visitors should make their way to the hall without hesitation, and should remain to the back of the hall until given instructions from the Senior Leadership Team. Under no circumstances should any visitor become involved in any part of the invacuation process.

5 ENDING AN INVACUATION

To end an invacuation, the order will come from the senior leadership team, who should clearly outline the incident in a much detail as possible to all children and staff so that they can understand the actions taken.

Upon instruction from the senior leadership team, all children should be returned to the classroom and normal teaching resumed.

The senior leadership team should hold a debrief and review of the process and ensure that this is fed back to the staff at the next available staff meeting.

Anyone who has shown outstanding commitment to the safety of the children and adults, should be identified and rewarded by the Senior leadership team as they see fit.

6 VARIATIONS

Due to the large number of possible incidents and outcomes that could occur this policy should be guidance only.

It may be possible that deviations away from this policy may be required to keep adults and children safe at all times. The safety of any adults and children in the school takes priority over this policy.

One such deviation could be that the children are moved to Co-op North High School. This should only be done if it is safe to do so, and on liaison with the academy.

For the purpose of this policy, it should be followed if safe do so, any non-urgent deviations will be communicated by the senior leadership team.

Possible variations:

- If the alarm sounds while people are inside the building, the classrooms upstairs could be locked down and remain in their classrooms.

- Again, if the alarm sounds while the children are in the classrooms, the children in the lower classrooms on the right side of the building could be moved to the smaller hall area

7 TESTING INVACUATION

A test of the invacuation policy should take place at least twice a year and the following should be recorded / noted:

- How long did it take to get all staff and children into the safe place?
- What observations were made:
 - Was it calm?
 - Did everyone take swift action?
 - Was the school locked down fully?
 - Was anything not done as per the policy?

Following the testing of this policy, a short report should be produced and any recommendations for amendments to this policy or communication / training of staff should be actioned as soon as possible.