



Mission Statement

"A Caring Christian Family Where We Grow Together"

INVACUATION AND LOCKDOWN PROCEDURE

Effective Date: 01/04/2017

Review Date: September 2024 Annual

Review Date	Signed Head Teacher	Signed Director RCSAT
08/09/2018	<i>J L Jedd</i>	<i>P. Bant</i>
11/09/2019	<i>J L Jedd</i>	<i>P. Bant</i>
25/09/2020	<i>J M Badger</i>	<i>P. Bant</i>
30/09/2021	<i>J M Badger</i>	<i>P. Bant</i>
30/09/2022	<i>J M Badger</i>	<i>P. Bant</i>
30/09/2023	<i>J M Badger</i>	<i>P. Bant</i>

Persons Responsible for Policy:	Executive Headteacher RCSAT
Approval Date	01/04/2017
Signed:	Director RCSAT
Signed:	Executive Headteacher RCSAT



1. Introduction

- 1.1. *'Invacuation is the process of getting everybody inside and safe, and securing the building.'*
- 1.2. In most cases, pupils will be able to stay in their classroom during an Invacuation, and the school day can continue as normal, just with everyone staying indoors.
- 1.3. Lockdown goes a step further, in that everyone on the premises – staff, pupils and visitors – are moved away from the potential danger to a place where they can't be seen from outside the building.
- 1.4. Lockdown would only be used in more extreme circumstances where there is a serious and current threat to the safety of those in the building.
- 1.5. Responsibilities for this procedure are defined in Appendix 2.

2. When Invacuation and Lockdown may be required

- 2.1. Invacuation might be required if:
 - 2.1.1. There is local air pollution due to a nearby fire or chemical release.
 - 2.1.2. There is a dangerous animal (usually a dog) in the grounds.
 - 2.1.3. There is an incident or civil disturbance in the area that might affect the school.
- 2.2. Lockdown might be implemented if:
 - 2.2.1. There is an aggrieved, disturbed or intoxicated person trying to gain access to the school (this could be a parent or a stranger).
 - 2.2.2. There is an intruder on the site.
 - 2.2.3. There is an internal threat from a pupil.
- 2.3. Invacuation or lockdown could be triggered if there is an urgent imminent threat, or as a precaution because of a threat in the vicinity.
- 2.4. Each RCSAT school shall identify suitable lockdown areas to be used in serious incidents. A lockdown area should be large enough to accommodate the likely number of people who would need to use it.
- 2.5. Ideally, a lockdown area should ideally also:
 - 2.5.1. Have a separate means of escape.
 - 2.5.2. Have no windows or doors directly to the outside (if possible with size / shape of the building).
 - 2.5.3. Have a lockable door.
- 2.6. For Lockdown, the steps taken will be the same as during an invacuation, but there should be an additional signal that lets people know the school is in lockdown.
- 2.7. The doors and windows must be shut and locked, and blinds or curtains should be drawn.
- 2.8. Depending on the nature of the threat, pupils may be told to hide under their tables but this is not necessary in all circumstances, so discretion shall be allowed in order not to alarm the pupils.

3. Invacuation/Lockdown Procedure

- 3.1. A clear signal shall be given that pupils, staff and visitors can identify as an invacuation signal. This signal shall be 3 short blasts on a whistle (carried by all members of staff), repeated every few seconds. The principal on hearing this will sound the loud hailer.
- 3.2. Once heard by other staff, they shall join in the whistle signal.
- 3.3. If pupils are outside, staff should take them as quickly as possible to the nearest safe area inside the main school building. Any member of staff working outside alone with children to carry a panic alarm. All admin staff at the front entrance to carry a panic alarm.
- 3.4. All external doors and windows should be shut and locked as necessary. This shall be done by the CIMT or Site Manager, depending on who is on site at the time of the incident.
- 3.5. Teaching staff shall ensure that all windows and doors are locked in their areas.
- 3.6. Using the fire register laminated daily sheets, the register shall be taken by the teacher / member of staff to ensure all children are accounted for.
- 3.7. The staff member in charge of taking the register shall notify the office if any pupils are unaccounted for either face-to-face if in the main building or over intercom / walkie-talkie in the outside classrooms.



- 3.8.** The Principal/Site Manager shall check with each class teacher to verify that all staff and pupils are accounted for, either face-to-face, by phone or by walkie-talkie, as appropriate.
- 3.9.** At St. Oswald's, one walkie-talkie shall be kept in Reception class at all times.
- 3.10.** Everyone shall remain where they are until the all-clear is given, which shall be given by the Principal/Site Manager who has taken charge of the operation.
- 3.11.** Schools shall identify a staff member who will be responsible for supervising each lockdown area.
- 3.12.** Admin staff will lockdown the main entrance and be responsible for phone communication.

4. Invacuation and Lockdown Safe Areas

4.1. St. Oswald's

Class	Identified safe place	Nominated Person
EYFS	Own	A Tomlinson
Year 1/2	Own	A Evans
Year 3/4	Own	A Croft/S Stephenson
Year 5/6	Own	F Fields

4.2. Bunbury

Class	Identified safe place	Nominated Person
Early Birds	School Hall	E Cork
Reception	School Hall	E Armitage / Lorna Hunt
Year 1	School Hall	E Cork
Year 2	School Hall	E Cork
Year 3	RCSAT Hub Office	R Dewsbury
Year 4	Year 4 Classroom	E Snelson
Year 5	School Hall	E Cork
Year 6	Year 6 Art Area	C Hickson
Bunbury Badgers	Badgers room, close blinds	G Corbett-Mills
MAT Office Staff	RCSAT Hub Office	J Jones

4.3. Warmingham

Class	Identified safe place	Nominated Person
Reception	Reception class space	Sally Allen
Year 1/2	Reception class space	R Bugliarillo
Year 3/4	Library/Main Corridor	Rebecca Turrell
Year 5/6	Library/Main Corridor	Lauren Wright/Adele Morris

5. Communicating with Parents

- 5.1.** During Invacuation/Lockdown parents will be advised:
- 5.1.1.** Not contact the school as this could tie up the phone lines and interfere with calling the emergency services.
- 5.1.2.** Not go to the school in person, as you might get in the way of the emergency services and even put yourself in danger.



5.1.3. To wait for the school to contact you about when it's safe to collect your child, and where from.

5.2. All outside communication shall be directed by the Headteacher or senior staff member on site.

6. Review

6.1. This procedure shall be reviewed in the light of drills and practices and the procedure amended as required after each set of drills.



Appendix 2

RESPONSIBILITIES

Area of Responsibility	Responsible Person's
Overall responsibility	Executive Headteacher
Co-ordinator in School	Principal Bunbury Principal St Oswald's Headteacher Warmingham
Incident Co-ordinator	Senior Staff on site
Governor	RCSAT Governor
Routine Fire Safety checks	Site Supervisor
Daily checks	All Staff

