

**STANNINGLEY PRIMARY SCHOOL**

**INVACUATION AND LOCKDOWN POLICY**

**This Invacuation and Lockdown Policy was formally approved by Stanningley Primary School Governing Body in September 2023.**

**To be reviewed by Governors in September 2026**

**This policy should be reviewed annually.**

**Chair of Governors:**  **(Mrs L Travis-Jones)**

**Headteacher:**  **(Mrs J. Gaunt)**

**Invacuation and Lockdown Policy**

**Introduction:**

In July 2017, **teaching union the NASUWT called for all schools to have a concrete protocol to be used in the event of a dangerous event happening on or near the premises**, and in practice, more and more schools are adopting a ‘lockdown plan’.

Although most people use the term ‘lockdown’ to refer to getting everyone into a safe place and sealing the exits, it’s actually one element of a wider practice known as ‘invacuation’. Currently the Department for Education doesn’t compel schools to have an invacuation and lockdown plan, however, legislation does require schools to take appropriate measures to keep users of the site safe.

Invacuation is the process of getting everybody inside and safe, and securing the building.

Invacuation procedures are a sensible, reasonable and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of pupils and staff in our school. Procedures aim to minimise disruption to the learning environment whilst securing the safety of all our pupils and staff.

Invacuation procedures may be activated in response to any number of situations – for example:

* A reported incident or disturbance in the local community (with the potential to pose a risk to pupils and staff in the school)
* An intruder on the school site (with the potential to pose a risk to pupils and members of staff)
* A warning received regarding a risk locally, of air pollution (e.g. smoke plume, gas cloud)
* A major fire in the vicinity of the school
* The close proximity of an animal roaming loose eg dog / horse
* Suspicious package found in school grounds
* Bomb threat
* Hostage situation inside/outside school
* Violent event in school grounds
* Very severe weather event
* Sudden death of pupil / member of staff

Our procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all children and staff. During a lockdown drill or in the event of a real situation, staff must remain calm at all times to ensure that children are not frightened, which may lead to noise being made.

**Stanningley Primary School’s Invacuation plan is as follows:**

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| **SIGNALS** |
| **SIGNAL FOR INVACUATION** | 1.**FOR COMPLETE LOCKDOWN (RED ALARM):** ONE LONG CONTINUOUS TONE LASTING 30 SECONDS (this is a different tone to the fire alarm)2. **FOR PARTIAL LOCKDOWN (AMBER ALARM):** A BROKEN TONE LASTING 30 SECONDS |
| **SIGNAL FOR ALL CLEAR** | HEAD TEACHER TO GIVE THE ALL CLEAR TO CLASSES VERBALLY |
| **INVACUATION OVERVIEW** |
| **ROOMS TO BE USED FOR INVACUATION.** | * Classrooms
* Hall
* Big Space
* Rainbow room
* ICT suite
* School Office
* ANY learning space where children are at the time of the alarm
 |
| **EXTERNAL ENTRANCE POINTS (E.G. GATES, DOORS AND WINDOWS) TO BE SECURED.**  | All gates, doors and windows should be shut and blinds should be down. All external doors have security locks to prevent anyone from entering – check to make sure they are properly closed. * Main reception door
* Door to playground
* Hall door
* Key stage 2 external doors
* Kitchen door
* EYFS / KS1 Classrooms external doors
* Community Room door
 |
| **INTERNAL LEARNING AREAS - INTERNAL ENTRANCE POINTS (E.G. CLASSROOM DOORS) TO BE SECURED.** |
| **CLASSROOMS** | Doors with locks to be locked with the key hanging from the high hook in a cupboard and windows obscured.Doors which don’t lock (Y1 and Y2) to be bolted Door wedges to be pushed under doorsSwitch all lights offComplete silenceMobile phones on silent (these should be set to silent as part of any normal school day)Barricade the door with tables / chairsMove as far from corridor door as possibleHide under tablesGo into accessible toilet and lock door (community room / beanbag room) Take registerAll children and staff have been trained in what to do in their classrooms / learning / working spaces should the alarm sound.  |
| **RAINBOW ROOM** |
| **BIG SPACE** |
| **ICT SUITE** |
| **COMMUNITY ROOM / BEANBAG ROOM**  |
| **EYFS**  | Adults to obscure windows and doors. Pull the door jammer down and push door wedges under the doors Escort children into bathrooms and lock doors.  |

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| **OTHER INTERNAL LOCATIONS IN SCHOOL - INTERNAL ENTRANCE POINTS TO BE SECURED**  |
| **\*RECEPTION / SCHOOL OFFICE** | Office staff to ensure main door to reception is secure and go into school office, place black card over glass door panels, ensure both doors are locked and hide under office table.  |
| **\*\*FAMILY SUPPORT OFFICE** | Place black card over glass door panel, ensure door is locked with the key hanging from the high hook in the cupboard and hide under table. If this is not possible, go straight into Y2 classroom and follow their lockdown procedures.  |
| **STAFFROOM** | Place black card over glass door panel, pull all window blinds down ensure door is locked with the key hanging from the high hook in cupboard and get down on the floor.  |
| **HALL** | Bolt the double doors and the kitchen doors. Pull down all window blinds. Place card over glass door panels, ensure back door is secured, push benches, cupboard up against internal hall doors, get down on the floor around the edges of the hall, away from any doors, windows.  |
| **LIBRARY** | Early Years children go straight into the Y1 classroom and follow procedures. KS2 children go straight into the Y2 classroom and follow procedures. |
| **PHOTOCOPIER ROOM** | Place black card over glass door panel, ensure door is secured and get down on the floor beside freezer |
| **KITCHEN** | Bolt the double doors into the hall. Go into the photocopy room, lock the door with the key hanging in kitchen. Place card over glass door panel.  |
| **HEAD / DEPUTY HEAD TEACHER’S OFFICE** | Place black card over glass door panel, pull all window blinds down, lock door with the key hanging in cupboard and hide under tables.  |

**\*Office/ Reception Staff / \*\*Family Support Worker**

If Office/ Reception Staff / Family Support Worker (or any other staff member) are in any other part of the school building at the time of the lockdown alarm (other than their normal work areas) they will follow the lockdown procedure for the room they are in. If they are walking through school (e.g. in a corridor) they will go into the nearest classroom / learning space and follow the lockdown procedures for that room.

**Site Manager**

The Site Manager will usually be involved in the lockdown drill with the Head Teacher. If they are offsite at the time of the drill, a member of SLT will step in to assist the Head Teacher. In the event of a real emergency, if they are walking through school (e.g. in a corridor) they will go into the nearest classroom / learning space and follow the lockdown procedures for that room. If they are in the school house he will keep out of sight and remain there until further notice. If they are outside when the alarm is raised, move as far away as possible from the school building and remain hidden until the all-clear is given. Ring them on their mobile phone to alert them.

**Other Site Staff**

If site staff are in any part of the school building at the time of the lockdown alarm, they will follow the lockdown procedure for the room they are in. If they are walking through school (e.g. in a corridor) they will go into the nearest classroom / learning space and follow the lockdown procedures for that room. If the site manager / cleaner are in the school house they will keep out of sight and remain there until further notice.

**HEADTEACHER ACTIONS IN THE EVENT OF AN INVACUATION DRILL**

**Following the invacuation signal, the Headteacher will take the actions below.**

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| **INITIAL RESPONSE-LOCKDOWN** | **PERSON(S) RESPONSIBLE?** |
| Raise the alarm  | Head Teacher |
| After 30 seconds, walk round school with Site Manager to check that no one can be seen / heard | Head Teacher and Site Manager. (If drill takes place when site manager is off-site, HT will do with either a member of SLT or on her own) |
| After the whole school has been checked, knock on classroom doors to signal the all clear. People in classrooms MUST remain silent until this time | Head Teacher and Site Manager |

**HEADTEACHER ACTIONS IN THE EVENT OF A REAL INVACUATION PROCEDURE**

**Following the invacuation signal, the Headteacher will take the actions below. URGENTLY.**

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| **INITIAL RESPONSE-LOCKDOWN** | **PERSON(S) RESPONSIBLE?** |
| Raise the alarm and phone 999 | Head Teacher |
| Remain hidden until emergency services make contact to give all clear | Emergency Services |
| Knock on classroom doors to signal the all clear. People in classrooms MUST remain silent until this time | Head Teacher, Emergency Services |

(If Site Manager is off-site HT to contact by phone to alert him).

**PLAYTIME**

During playtimes the majority of the children will be outside in the playground. If the lockdown alarm sounds during this time the following procedures must be followed:

* A member of staff inside the school building to go outside and ensure those outside are aware of the alarm – ring the bell as normal
* A member of staff on duty go and unlock the gate immediately.
* Children go straight to their lining up points
* Adults to escort all children to the park
* Member of staff to lock the gate once all the children are in the park.
* Children to be escorted by staff to the far end of the park towards the junction of Fernbank Road and Intake Road; a member of staff to contact Summerfield Primary School to alert them that we are on our way to them.

In the event that the threat is outside the school building, once the children are lined up in their classes, as long as it is safe to do so, they will be escorted back to their classrooms and follow the normal invacuation procedure.

**LUNCHTIME**

During lunchtime there will be staff and children in various locations during the period 11:45 – 1pm. These will include:

* The hall
* The big space
* The staffroom
* Some classrooms
* Family Support office
* School office
* The community room
* The playground

When the alarm sounds the normal procedures for each of the INTERNAL LOCATIONS listed above must be followed, otherwise follow the same procedures as PLAYTIME.

**DAILY MILE**

**Key Stage 2:**

During the Key Stage 2 Daily Mile, the majority of the children in years 3, 4, 5 and 6 will be outside in the park. If the lockdown alarm sounds during this time, a call will be made to the caretaker’s mobile, who will alert staff on the park who will stay with the children until the all-clear is given and the following procedures must be followed:

DO NOT go back into the school grounds – this will take too long. Adults will assemble the children closest to them and will take them quickly and quietly away from the park towards the junction of Fernbank Road and Intake Road; a member of staff to contact Summerfield Primary School to alert them that we are on our way to them. A member of staff will phone the police as a backup in case this has not been done from school.

**Key Stage 1:**

If key stage 1 children are outside in the playground completing their Daily Mile when the alarm sounds, staff must follow the same procedures as for playtimes.