**ST ANDREW’S METHODIST PRIMARY SCHOOL**

**STRIVING FOR EXCELLENCE-**



**WITH GOD**

**Invacuation Procedures**

Reviewed October 2021

Headteacher Date:

Chair/Vice Chair of Governing Board Date:

Date of Next Review October 2023

This policy has been scrutinized to ensure it meets the requirements of the single equality duties. The school will make every reasonable adjustment to comply with the duties and actively avoid discrimination.

**Rationale:** As part of our Health and Safety policies and procedures the school has a invacuation (lockdown) policy. This is needed for the very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity. A lockdown is implemented when there are serious security risks for the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

When communicating this procedure to staff and pupils, this should be done in a sensitive manner, stressing that it is very unlikely that school will ever need to implement a real lockdown but it is important to have arrangements in place to deal with such a situation. When ‘drills’ are undertaken these must be conducted in controlled and proportionate manner which does not cause undue stress and/or panic.

**Full Lockdown**

**Notification of Lockdown:** Staff will be notified that lockdown procedures are to take place immediately on hearing a 5 x 5 second blasts of an air horn. The air horns are situated at the Year 6, Reception Class and School Office.

**Procedures:** Follow the **CLOSE** procedure:

* Close all windows and doors
* Lock up
* Out of sight and minimise movement
* Stay silent and avoid drawing attention
* Endure. Be aware you may be in lockdown for some time

1. The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school’s classrooms, offices, and all outside doors/ shutters where it is possible to remain safe.

2. At the given signal, the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked, blinds closed and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards to be turned off, monitors facing away from windows. Mobile phones are put on silent mode.

3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.

4. Teachers will then email the Lockdown Managers Mrs A Barker or Mrs J Plant to provide the number of children they have with them, specify if they are missing any from their class and note the number of children they have from other classes along with staff present i.e.

* Year x - xx (number of children with you) out of xx (total class number) children
* (Pupil name) at an appointment etc
* (Pupil Name) MISSING
* Staff present are ……

SLT will be co-ordinating the information received and request further information required via email.

**NO ONE SHOULD MOVE ABOUT THE SCHOOL**

1. Staff to support children in keeping calm and quiet.

2. Staff to remain in lockdown positions until informed by key staff e.g. Senior Leadership Team, or Office Staff in person that there is an all clear.

3. As soon as possible after the lockdown teachers return to their classrooms and conduct a register and notify the office immediately of any pupils not accounted for.

**Staff Roles:**

1. School Business Manager to ensure that her office is locked and police called if necessary.

2. Head / DHT or site officer to lock the school’s front doors and entrances.

3. Individual teachers/ TAs lock/close classroom door(s) windows and blinds. Nearest adult to check exit doors are closed.

**Communication with parents**: If necessary parents will be notified as soon as it is practical to do so via the school’s established communication network – text

**Parents will be told:** Example text

*School has commenced Lockdown due to an external threat and all children are safely inside the building. We are in contact with the emergency services and will update you accordingly. Please do* ***NOT*** *come to school or attempt to contact school as this may hinder our communication with emergency services. Please refer to the website for further information at this time.*

* Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
* Pupils will not be released to parents during a lock down.
* Parents will be asked not to call school as this may tie up emergency lines.
* If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the reason for lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

**Partial Lockdown**

**Notification of Partial Lockdown:** Staff will be notified that lockdown procedures are to take place immediately on hearing a 1 x 5 second blast of an air horn. The air horns are situated at the Year 6, Reception Class and School Office.

In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however **teaching and work can continue as usual.** This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action

* The above signal will activate the following:
* All outside activity to cease immediately, pupils and staff return to building.
* All staff and pupils remain in building and external doors and windows locked.
* Free movement may be permitted within the building dependent upon circumstances.
* In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
* Use anything to hand to seal up all the cracks around doors and any vents into the room – aim to minimise possible ingress of pollutants.
* Staff should await further instructions.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. A ‘partial lockdown’ may also be a precautionary measure, but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

**Lock down drills:** Lockdown practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

**Fire Alarm during a lockdown**

If the school is in lockdown and the fire alarm sounds, emergency services should be contacted as normal, i.e. in the event of fire when the alarm is activated. Site officer or office staff should go to the fire alarm panel to establish what zone has been activated. Once the zone has been identified, the alarm should be silenced and another person sent to the area to investigate. They will need to approach with caution as there may be a fire, or an intruder may have activated the alarm. If a fire is discovered, this information should be communicated back to the person at the fire alarm panel, who should re-sound the alarm, update the emergency services and evacuate the school.

LOCKDOWN PROCEDURE

ST ANDREW’S METHODIST PRIMARY SCHOOL

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| Signals | |
| Signal for partial lockdown | Air Horn 1 x 5 second blast |
| Signal for full lockdown | Air Horn 5 x 5 second blast |
| Signal for all-clear | School bell |
| Lockdown | |
| Rooms most suitable for lockdown | Classrooms/hall |
| Entrance points (e.g. doors, windows) which should be secured | Windows to be secured and blinds closed.  Doors to be barred  Main foyers doors to be locked |
| Communication arrangements | Laptops  Emails  Personal mobile phones – to be placed on silent  Main phone lines accessed from internal points around school  Parent Mail – text messages |
| Notes | The Lockdown manager will be the headteacher, and in her absence the deputy headteacher.  Contact any staff who are off site.  Contact any expected visitors is possible.  Share plan with supply staff. |

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

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| Initial response – partial lockdown |
| Ensure all pupils are inside the school building. |
| Lock/secure entrance points (doors and windows) to prevent an intruder entering the building. |
| Dial 999 – explain clearly what is happening, if a genuine emergency it is likely you would require all 3 emergency services. |
| Immediate Action   * All outside activity to cease immediately, pupils and staff return to building. (There needs to be a means of communicating the alert to duty staff at break times). * All staff and pupils remain in building and external doors and windows locked. * Free movement may be permitted within the building dependent upon circumstances. * In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off. * Use anything to hand to seal up all the cracks around doors and any vents into the room – aim to minimise possible ingress of pollutants. * Staff should await further instructions. |
| Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. |
| If possible, check for missing / injured pupils, staff and visitors. |
| Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services. |

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| Initial response – full lockdown |
| Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety. |
| Lock/secure entrance points (doors and windows) to prevent an intruder entering the building. |
| Dial 999 – explain clearly what is happening, if a genuine emergency it is likely you would require all 3 emergency services. |
| **Immediate action**  Ensure people take action to increase protection from attack:   * All pupils/staff stay in their classroom or move to the nearest classroom. * Office staff should remain in their office. * External doors locked. * Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in). * Pupils/staff sit quietly out of sight and where possible in a location that would protect them (bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls if possible). * Sit on the floor, under tables or against a wall * Keep out of sight * Turn off lights * Stay away from windows and doors. * Put mobile phones on silent * Lights, smart boards and computer monitors turned off. * A register to be taken of all pupils/staff in each classroom/office. * Communicate register of staff/pupils to the office staff. * Staff should await further instructions. |
| Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. |
| If possible, check for missing / injured pupils, staff and visitors. |
| Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services. |

In the event of a prolonged lockdown or more severe scenario, Salford City Council has the capacity to provide assistance by establishing a Reception Centre for friends and family in accordance with their Emergency and Recovery plans.

**Contact numbers**

Children’s Services Emergency Liaison: Paula Newall 0161 778 0417

Emergency Duty Officer: 0161 778 0447

**Appendix 1 - Lockdown Plan**:

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| **Management and Control** | |
| **Nominated person** | **Responsibility** |
| SBM | Initial contact with the emergency services |
| SBM | Office secured |
| HT / DHT / SO | External doors secure |
| Headteacher | Liaison with parents |
| Teachers | Pupil control |

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| **Signals** | |
| Signals for lockdown | FIVE x 5 second bursts of the air horn |
| Signals for partial lockdown | ONE x 5 second burst of the air horn |
| Signal for all-clear | School bell |

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| **Lockdown** | |
| Specified assembly points | Classrooms, Offices, School Hall |
| Entrance points | Main School Entrance / playground |
| Communication arrangements | * Telephone System – Nursery and Y6 * Mobile phones – SLT WhatsApp group * E-mail – all classrooms have laptops |
| Notes |  |

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| **Lock Down Plan** | | | | |
| Step | Initial Response | Check | Time | Signed |
| 1 | Ensure all pupils are inside. |  |  |  |
| 2 | Secure all entrance points to the school. |  |  |  |
| 3 | Dial 999 for each emergency service that the incident requires. |  |  |  |
| 4 | Ensure that staff members take action to increase protection from further danger:   * Block access points. * Sit on the floor, under tables or against the wall. * Keep out of sight and close blinds to avoid detection. * Put mobile phones on silent * Turn off lights and computers. * Stay away from windows and doors |  |  |  |
| 5 | Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe. |  |  |  |
| 6 | Check for missing or injured staff members and pupils if it is safe to do so. |  |  |  |
| 7 | Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services. |  |  |  |

**Appendix 2 - Lock Down – SLT pupil / staff checklist**

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| **Year** | **Staff** | **Pupils** | **MISSING** |
| NURSERY |  |  |  |

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| --- | --- | --- | --- |
| **Year** | **Staff** | **Pupils** | **MISSING** |
| YEAR 1 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Staff** | **Pupils** | **MISSING** |
| YEAR 2 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Staff** | **Pupils** | **MISSING** |
| YEAR 3 |  |  |  |

|  |  |  |  |
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| **Year** | **Staff** | **Pupils** | **MISSING** |
| YEAR 4 |  |  |  |

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| **Year** | **Staff** | **Pupils** | **MISSING** |
| YEAR 5 |  |  |  |

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| --- | --- | --- | --- |
| **Year** | **Staff** | **Pupils** | **MISSING** |
| YEAR 6 |  |  |  |