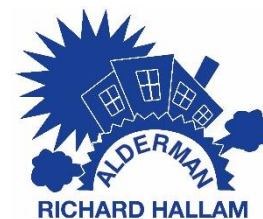


ALDERMAN RICHARD HALLAM PRIMARY SCHOOL

ARH – Educating a community of life-long learners

Invacuation Policy



Invacuation Policy

Aim

Alderman Richard Hallam Primary School recognises that, within its Emergency Procedures, clear plans must be made to help combat any threats to children and staff which occur whilst they are on school grounds, whether inside or outside of the school building. This policy sets out the school's response to such emergencies but recognises that it is impossible to plan for every possible scenario to such an extent that the safety of pupils and staff can be guaranteed. This policy will be kept under constant review to reflect changing circumstances and experience.

The policy applies at all times of the day and is therefore available for every member of staff. It is the overall aim of Alderman Richard Hallam Primary School to minimise the risks to staff, pupils and visitors, which may arise from threats or fire. This will be achieved by ensuring precautions are taken to avoid these events occurring and by ensuring that procedures for minimising the effects of an outbreak of fire or threats and evacuating or invacuating the premises are in place.

A Calm Response

It is vital that the policy, and its implementation, do not lead to a panic mentality. Children should be encouraged to respond to any emergency calmly and follow the guidelines with common sense. They need to be taught how to respond through practice as well as through talk.

Reasons to Initiate an Invacuation

Many possible situations could be seen as a threat and therefore demand a response.

Possible reasons to initiate an Invacuation

- 1. An animal wandering into the school grounds.**
- 2. A stranger (adult/youth) who enters or attempts to enter the school grounds when children are on the school grounds.**
- 3. An object thrown into the school grounds from outside.**
- 4. The collapse of a tree, wall or fence etc.**

Alderman Richard Hallam Invacuation Procedure

Signal for lockdown	<ul style="list-style-type: none"> • 3 bells rung 3 times • When the bells are heard by the staff, they are to get children back into the building in a calm manner. If staff are in the staffroom, they will return to their class, if safe to do so. • All Marshals will immediately go to their post and the office is informed. • Telephone call to Little Grasshoppers and the Modular build from the office. The phone call will be made repeatedly until answered (as long as this is safe to undertake) - a message MUST NOT be left. • Telephone call to the private nursery on school grounds.
Signal for all clear	Verbal signal or an email from Headteacher /SLT
Rooms most suitable for lockdown	Classrooms Offices Downstairs Hall

Securing entrances and exits	All classroom doors and windows are to be closed and locked (where possible) until the Headteacher or member of the Invacuation Team indicates otherwise. The office staff will secure the main entrance. Blinds are to be closed if safe to do so. All entrances into the school are to be closed securely.
Assembly points	Pupils and staff should return to their classroom and ensure it is secured. Pupils and staff who are not in their usual building location should assemble in the hall if this is nearer. Under no circumstances should staff or children exit a building to return to their class or place of work. Upstairs Year 6 classes, Little Grasshoppers, Breakfast and After school club and Kitchen staff to remain in their own areas or rooms.

Response

1. Whenever a group of children is outside, there will always be at least one adult with them.
2. In the event of a threat arising, it is the responsibility of the adult(s) with them to get the children into the building as quickly and as sensibly as possible. They will blow short blasts on a whistle, which is the signal for the children to walk sensibly into the school through their closest entrance.
3. A member of SLT will be informed as quickly as possible, who will then ring the school bell with intermittent rings until they are notified that all children are safe in school.
4. On hearing the repeating bell, staff who are not with their own group of children at the time of the alarm sounding should return immediately to their classroom and resume responsibility for their children.
5. All teachers will return to classrooms where headcounts of children will be made. Any missing children will be written at the bottom of the fire register with a star next to their name and made visible to the corridor.
6. All doors and windows will be closed, blinds lowered and lights turned off where possible. Staff and pupils will stay as low as possible and away from windows and doors.
7. Staff will await further instructions through email. Teachers will need to ensure that whiteboards are turned off but emails are accessible through a device (Laptop, tablet, phone etc.) and respond accordingly. The initial email will contain as much information as possible, with headlines in red.

Raising the Alarm

All people on-site at the time of an emergency must know that they need to respond at the earliest opportunity.

Entrances

Bearing in mind the need to ensure that the school building is secure from strangers who may wander in at any time, we also need to ensure that there are sufficient entrances which may be used in the event of an emergency.

Four entrance areas have been designated for this purpose:

1. Reception classes will enter through their own classroom doors.
2. The Year 1 and 2 pupils will enter through their own classroom doors or the KS1 main entrance door.
3. The Year 4 and 5 pupils will enter through the Headteacher's door or the Year 5 entrance door.
4. The Year 3 and 6 pupils will enter through the Year 3 entrance door.

If the children are moving around the school due to outdoor learning or activities, such as the daily dash, pupils will enter through the nearest available entrance and move quietly and sensibly to their classroom, if possible. Other entrances that they could use are;

- The main entrance through the office

- Emergency exits next to the Year 3 and Year 5 classrooms

Once in the school, please ensure that entrances are secured shut; this ensures that the school is as secure as possible.

Communication with Parents and Carers

If necessary after liaison with emergency services, parents and carers will be notified as soon as it is practical to do so via the school's established communication network.

Parents and carers will be told:

'The school is in a lockdown situation. During this period, the telephones and entrances will be unmanned, external doors locked and nobody allowed in or out of the building or school site.'

Depending on the type and severity of the incident, parents and carers may be asked not to collect their children from school as it may put them and their children at risk. Pupils will not be released to parents or carers during a lockdown. Parents and carers will be asked not to call the school as this may tie up emergency lines.

If the end of the day is extended due to the lockdown, parents and carers will be notified and will receive information about the time and place pupils can be picked up from by office staff or emergency services.

A letter (and electronic communications) to parents and carers will be sent home on the earliest possible day following any serious incident to inform parents and carers of the context of the lockdown and to encourage parents and carers to reinforce with their children the importance of following procedures in these very rare circumstances.

Invacuation drills

Invacuation drills 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 will be debriefed for positive reinforcement or to identify required improvements.

End of Invacuation

At the end of the invacuation, further information will be sent via emails, instructing staff on what is required. The invacuation team will do a sweep of the building ensuring that all areas are safe and clear.

Date for next policy review: September 2025