



CLARENDON PRIMARY SCHOOL

Together we shine



INVACUATION POLICY

Reviewed & Agreed:	Spring 2024
Next Review Due:	Spring 2027





School recognises that, within its Emergency Procedures, a plan needs to be made to help combat a threat to children and staff which occurs whilst they are outside of the school building, but in the school grounds.

This policy sets out the school's response to such an emergency but recognises that it is impossible to legislate for every possible scenario so as to protect 100% of the children and staff 100% of the time. The policy, therefore, will need to be kept under constant review to reflect changing circumstances and experience.

The policy applies at all times of the day and must therefore be shared with every member of staff. The school will practise and invacuation at least once a year.

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.

Threats

There are a number of possible situations which could be seen as a threat and therefore demand a response.

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

If an Emergency Alerts are received (from the Government) to mobile phone devices in school, staff should read the information message on the device and then inform the Senior Leadership Team, who will take necessary action.

Response

Whenever a group of children is outside there will always be at least one adult with them.

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 through the closest entrance. A member of the SLT should be notified immediately.

In the event of an emergency, the following entrances should be used:

- The Main Entrance next to the Office
- The entrance next to the hall at the bottom of the stairs
- The entrance at the end of the downstairs corridor
- The entrance at the end of the upstairs corridor
- The classroom entrance for classes that are on the ground floor
- The entrances in the large hall
- The entrances in the kitchen

Once the children are in school a number of steps need to be followed:-

- a. Children should enter school through their nearest door and walk back to their class room. The member of SLT will sound the air horn continuously until they can see that all children are in school.
- b. Other members of SLT and Office staff should notify staff who are in the staffroom / on the opposite side of school to the invacuation, this can be done through the internal phone tannoy system, whereby staff will be told to return to their classes (the air horn



may not be heard); Staff who are not with their own group of children at the time of an alarm sounding should return immediately to their classroom and resume responsibility for their children. Staff in the Cabin should lock the doors and stay inside, they should ring the children's class teacher to let them know they are accounted for.

- c. Once in their classrooms staff should close & lock all doors & windows. The last person off the playground should lock the two hall doors, the door at the bottom of the main staircase & another member of SLT should lock the changing room doors, a member of the Office team should roll down the Office shutter. All doors, without maglocks, should be locked from inside. This includes the main entrance, which should be put onto 'night mode'.
- d. Children in the Early Years will be alerted to walk inside by adults (the air horn may scare them and make them freeze or hide).
- e. Staff in classes' take a head count and check it against the number on the class register; Children should be discouraged from looking out of the windows; Staff to hold their class registers in the doorway to show everyone is accounted for. A senior member of staff will check with each teacher that all children are accounted for. If any children are missing the member of SLT will organise the search for the child.
- f. Await further instructions.

Raising the Alarm

It is important that all people on site at the time of an emergency know that they need to respond at the earliest opportunity.

Children reminded annually that on hearing the air-horn they should walk into school and go back to their class room.

Common sense and calmness is key during emergency invacuations.

Review: This policy will be reviewed every three years and an invacuation will be carried out annually.

Updated: Spring 2023