



Invacuation Policy

Mission Statement

Botwell House Catholic Primary School is distinguished by the care, courtesy and concern extended to all its members, regardless of cultural differences and strives to follow the teachings of Jesus Christ to:

"Love one another as I have loved you"

Through an effective partnership between home, school and parish and through a broad and balanced curriculum, each valued individual is encouraged to grow in their journey of faith and strive towards excellence.

Botwell House Catholic Primary School seeks to ensure that all pupils receive a full-time education which maximises opportunities for each pupil to realise his/her potential.

Current revision:	<u>21.03.2025</u>
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Delegated to:	Sunny Kumar
Reviewer:	K. Oakley

Rationale:

All schools should consider the need for robust and tested school lock down procedures. Invacuation procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will reduce risk to pupils, staff and visitors keeping them as safe as possible 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.

Notification of Shutdown:

Partial Lockdown

A partial lockdown is one that is more prevalent than a full lockdown as a number of scenarios can lead to it. Some such examples are as follows:

A hazardous material has been released in the local environment

A local fire has broken out and smoke is a risk to health of the children particularly asthmatics

A fox or another animal is on the site

This partial lockdown is a precaution, aimed to keep you safe by remaining indoors. It means that if you are outside, you come inside and adapt your curriculum to compensate. Dependent on the individual scenario, adaptations will be made in a dynamic risk assessment undertaken by SLT.

Initial notification: SLT will direct staff that are outside to come inside. Whilst other SLT members of office staff will verbally notify the rest of the staff. You will be notified 'Stay inside please'. Details of the adaptations to curriculum and facilities will be explained via email either simultaneously or as soon as possible. Staff are to continue under these parameters until there is a further notification by SLT or they are verbally informed. It could mean, dependent on the risk, that some of the site is under different conditions to other parts so clear communication from the right channels is important and mis-information must be avoided.

What should everyone do initially:

- Close all windows and doors
- Pull down all blinds
- Children are not allowed out of defined teaching space unaided. I.e. to the toilet.
- Classes working out of their classroom i.e. in the hall or playground for PE are to return to their class.
- Teachers to regularly check emails
- Normal activity, as much as possible, within the building should continue

Full Lockdown We might need to go into full lockdown in response to an intruder or if advised of a serious security threat. Although unlikely, the propensity of such a need internationally and locally has increased in recent years and is well documented.

Initial notification: Staff will be notified that lock down procedures are to take place immediately on hearing the specific pulsed sounder ([Click here to hear the actual sounder](#)). Staff are reminded of the sounder annually in INSET and when a test is arranged annually. Staff are made aware of this sounder as part of their induction training with the Premises Manager (Mr Kumar) also.

- Doors to classrooms are closed and locked if no thumb lock then wedges/door jammers are to be used.
- Blinds are pulled down. Lights off where possible.
- Children are moved to the safest part of the room, away from windows and doors, to the interior walls
- Everyone drops to the floor or out of the line of vision from the door
- Doors now all have blinds to be used
- Year 4 adult to close fire exit door and outdoor toilet doors, Year 1 adult to close junior playground door, Year 1 adult to make sure fire exit door is shut. Welfare adult to check Year 1 toilets. Year 4 adult to check both Key Stage 2 toilets.
- No adult or child to leave the room for any reason whilst in lock down. This also applies if the fire alarm goes off during the lockdown.
- Class buckets in classes are to be used as temporary toilets if necessary.
- Staff in the staffroom to lock down in the staff room; remaining quiet with no kettles on.
- Catering Staff to close the shutter to kitchen and turn off lights and ring the office to say all present. They are to move into the back of the kitchen where the freezers are.
- If practical, staff should notify the front reception by email via the class iPad / laptop that they have entered lock down and identify any children not accounted for and of any extra children who are now in lockdown in their room with them.
- Office staff will send an email to all staff explaining school is now in lockdown and everyone is to stay as they are until told otherwise by a member of SLT.

Follow the CLOSE procedure for a Full Lockdown:

- 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 lock down for some time**

Procedures:

NO ONE SHOULD MOVE ABOUT THE SCHOOL

Staff to support children in keeping calm and quiet.

Staff to remain in lock down positions until informed by key staff e.g. Headteacher or School Business Manager in person that there is an all clear.

As soon as possible after the lock down, teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

Staff roles:

A member of SLT will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.

Head or School Business Manager to call police and Local Authority if necessary.

If a class is out of school e.g. at church or on a school trip, office staff will call the class teacher and warn them that school is in lock down. Advice will be given as to when it is safe to return to school.

Any staff to close classroom door(s) and windows. Team leaders to direct staff in their designated areas.

Teachers will (as best they can) keep a calm atmosphere in the classroom, keeping the children engaged in a silent activity or reading a story. They must keep alert to the emotional needs of the pupils.

For our pupils that learn differently, 'grab bags' are pre-organised and available in the class medical box to support their engagement levels through the process. It is the class teachers responsibility to make sure these resources are not depleted.

Do not allow anyone out of the classroom during a lockdown under any circumstances. This also applies even if the fire alarm goes off.

Communication with families:

If necessary, families will be notified as soon as it is practical to do so, via Class Dojo and the school's text messaging service.

Families will be told:

'..the school is in a full lockdown situation. During this period the phones must not be used and entrances will be un-manned, external doors locked and nobody allowed in or out...'

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 the office staff or the emergency services.

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

Lock Down (Stay Safe) drills:

Lock down 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.