

Monday 24th June 2019

Dear Parent/Carer,

Re: Enhancing safety in our school

At Moorside Community Primary School, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we have introduced a new procedure called “invacuation”.

I am writing to inform you that we have delivered a whole school assembly about this procedure today Monday 24th June 2019 in preparation for a practice invacuation on Thursday 27th June 2019. Pupils will have the opportunity in class to discuss any worries or concerns about this so that they are well prepared for Thursday’s practice.

What is an Invacuation and when would we carry it out?

An invacuation procedure is a standard health and safety procedure, similar to a fire drill.

Our invacuation procedure would be used when there is a threat to the safety of pupils, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our invacuation procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

Our invacuation procedure is as follows:

- The invacuation procedure will be signaled when the high pitched warbled repeated alarm is sounded.
- On hearing the signal all staff and pupils will move immediately inside to their own classrooms.
- Staff in class will complete a head count and check against class registers to account for all pupils which will be confirmed to the school office.
- All windows and doors will be shut and locked
- Dependent on the circumstances it may be necessary to reduce the visibility of adults and children in the room from outside view by closing the blinds, turning off lights, have children sitting/lying on the floor – this guidance will be advised by the Invacuation team (Senior Leadership Team, Pastoral Team, Office Team & Caretaker) on assessment of the emergency and **will not** be undertaken during a practice invacuation.
- The appropriate emergency services will be contacted.

Instructions for parents in the event of an invacuation

Parents and carers will be informed that the invacuation procedure has been implemented by text.

- Please do not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services
- Please do not discuss the event on social media, as this may spread false information and create panic
- If the invacuation procedure is likely to continue beyond school hours, parents and carers would be kept advised of collection arrangements in this circumstance.
- Following the assembly and prior to our drill, staff will take time to talk to pupils about the Invacuation procedures and explain why they are important. They will reassure pupils after the drill that they are safe, and will emphasise that practising procedures like this will ensure the school remains a safe place to learn and that keeping calm in an emergency situation is a valuable life skill to practice.

If you or your child have any further concerns or questions, please do not hesitate to contact any member of the Senior Leadership team.

Yours faithfully,

Miss D Worthington
Head Teacher