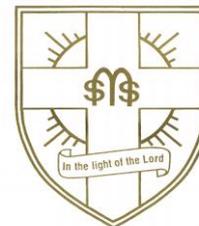


St. Malachy's Catholic Primary School,
A Voluntary Academy



Invacuation and Lockdown Policy

An invacuation or lockdown occurs when circumstances dictate that the safety of pupils and staff is better ensured by them being kept inside the building with the doors and windows locked and the blinds/shutters closed. Pupils should be moved away from the windows and doors for prime safety

St Malachy's Catholic Primary 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 plan for every possible scenario. 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.

THREATS

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

For example:-

- An animal wandering into the school grounds
- A stranger who enters or attempts to enter the school grounds or building.
- An object thrown into the school grounds from outside.
- A criminal activity/weapons crisis
- A chemical spillage nearby causing air pollution.
- The collapse of a tree, wall or fence etc. However, this list is not exhaustive.

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.

INVACUTION - Everyone return to the building, doors & windows to be locked and secured, close blinds.

LOCK DOWN – Everyone to return to the building, door & windows to be locked, classrooms to be secured, blinds to be closed, children and staff to stay low and remain out of sight.

PROCEDURE

Invacuation signal - 3 short blows of whistle (All teaching & Support Staff have access to whistle)

Lock- down signal - 1 long air horn blow (Located in the School Office)

- Remain calm
 - Move slowly
 - Obey instructions
 - Do not provoke an incident
- 1 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 one of the designated entrances. In order to do this a member of staff will sound the alarm (as above) until all children are inside. A member of the SLT should be notified immediately.
 - 2 In the event of a Lock-down the office staff will contact the police on 999, if necessary.
 - 3 If the children are in the building, the Headteacher or designated persons will quietly inform all staff of the situation all external doors and windows to be locked by Invacuation team/staff.
 - 4 Depending on the circumstances, staff should ensure pupils remain in the classroom with locked doors and windows.
 - 5 Staff in class take a headcount and check it against the fire register and a member of staff to notify the Invacuation Team that all children are accounted for. Depending on the situation, communication to be through mobile phone.
 - 6 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.
 - 7 Staff should try to keep the children calm.
 - 8 Await further instructions from Invacuation team.
 - 9 If necessary, parents/carers should be notified as soon as practicable to do so via the Teacher2Parents messaging service that there is a lockdown situation, they should be given enough information about what will happen so that they are reassured that everything possible is being done to ensure their child's safety:

It is important that all people on site at the time of an emergency know that they need to respond at the earliest opportunity. We have agreed that children will be brought into school on hearing the emergency sound (air horn/ whistle). From there an assessment will be made and the appropriate emergency services contacted. Advice from those services will be taken.

Invacuation Team

Julie Morris	Head of School
Joanne Jowett	Business Manager (Health & Safety Lead)
Allen Kendal	Site Manager (Health & Safety Deputy)

Revised by: Joanne Jowett
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