

This policy is applicable to: Melbourne Primary School

Version 1.0

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Name of Responsible Committee/Individual:	Mrs Kelly Foxtton
Implementation Date:	September 2022
Review Date:	September 2023
Target Audience:	Employees, parents/carers, visitors and children.
Reference Documents:	
Related Documents	

Invacuation 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. The reasons for invacuation/lockdown could be as a result of a chemical spillage/weapons crisis/air pollution/nearby fire/criminal activity/weapons crisis/dangerous dog etc.

PROCEDURE

- Remain calm and quiet
- Move slowly
- Obey instructions
- Do not provoke an incident

1. If there are children outside, teachers and staff should return to their base class when it is safe to do so.

2. 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 inform all staff of the situation. The agreed signal will be activated to inform staff and pupils that they school is in lockdown. **The signal will be three 5 second rings of the bell.**
4. Depending on the circumstances, staff should ensure pupils remain in the classroom with locked doors and windows. Staff should close any blinds, move all the children to their designated area and sit down quietly.
5. If necessary pupils may need to be evacuated, in a quiet and orderly manner, away from the situation into a safer area defined by staff or police.
6. Staff should account for all children immediately and inform the office of anyone missing. This can be done via email – to the office so that staff do not need to move around school.
7. Staff should try to keep the children calm and quiet.
8. If necessary, parents/carers should be notified as soon as practicable to do so via the text message 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:
 - they should not contact the school as this will tie up the phone lines;
 - they should not attend school as this could interfere with the emergency services access to school and they may put themselves in danger;
 - they should wait for the school to contact them about when it is safe to collect their children.
9. Pupils will not be released to parents during a lockdown.
10. If it is found to be necessary to evacuate the building, the fire alarm will be sounded.
11. School should stay in contact with Emergency Services at all times and follow their instructions.
12. A lockdown drill should be undertaken at least annually.
13. Parents should know that there is a Lockdown Plan and that a copy is on the website.
14. Lockdown information should be displayed in every classroom/area.

The school's specific lockdown plan is held by school staff.

When the lockdown is over, a senior member of staff will come around and notify everyone or give the agreed signal to indicate that the lockdown has finished. All children should be accounted for and a welfare check completed by class teachers.

Signals	
Signal for lockdown	Three 5 second rings of the bell
Signal for all clear	Verbal confirmation or telephone or in person