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Headteacher: Mrs. J. Payne

November 2024

Dear Parents and Carers,

### Evacuation and Invacuation Procedures

As you are aware our school has many procedures in place to maintain the safety of all of our children, staff and visitors in the event of an emergency. The children are very aware of the need for us to have fire evacuation routines and we plan opportunities to practise these procedures throughout the year.

We take safeguarding and safety very seriously at Churchtown Primary School. It is important that we continue to review all our procedures, considering even those events for an invacuation. As part of this process, sometimes referred to as a 'lockdown' procedure, children and staff would come inside the building as opposed to, in the event of an evacuation, leaving the building.

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
- Serious weather conditions.

Procedures are reviewed, along with staff training, annually. This has happened during the summer holidays and the first part of the Autumn term. We would usually practice emergency procedures without informing the children, however for this year any evacuation or invacuation procedures will only follow after staff and children have been informed. We will also inform parents after these practices so that when the children come home, you are aware these have taken place. For some identified children, we will inform parents prior to practices.

Following this letter, the class teachers will begin to make the children aware of the different sounds the invac and evac alarms make. They can do this at a class level, controlling the level of noise. Class teachers will also talk through procedures with the children. Before we break up for the Christmas holiday we will then practise both invac and evac procedures, after informing the children this will take place. Practices will then follow each term.

Our aim is to minimise disruption to the learning environment whilst ensuring the safety of all children and staff. We will continue to make it very clear that the procedures are important but that there is no need to panic or worry. Everything is carried out in an orderly, calm and organised manner. We would very much appreciate it if parents could reiterate this message and reassure children that adults will give them the instructions that they need to follow.

Thank you for your support

Mrs J. Payne  
Headteacher



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