



# Guyhirn Church of England Primary School & Pre-school

*Member of the Diocese of Ely Multi Academy Trust*

|                              |                           |
|------------------------------|---------------------------|
| This policy was ratified on: | 8 <sup>th</sup> June 2022 |
| Reviewed in:                 | June 2023, November 2024  |
| To be reviewed:              | November 2026             |

## Invacuation Policy

### Our Vision

**Agape – To live, to learn, to love together**

Through our Christian values we aim to inspire all of our school community to show equality and tolerance to all in a safe, challenging environment.

Developing resilient, aspirational and compassionate individuals who are enthused by all faiths and lifestyles showing faith and belief in one another.

*“Live in agreement with one another. Do not be proud but ready to mix with everyone. Do not think yourself better than others.” - Romans 12:16*

*“An intelligent heart acquires knowledge, and the ear of the wise seeks it out.” - Proverbs 18:15*

*“Love the Lord your God, and love your neighbour as yourselves.” - Matthew 22:37*

### Our Values

We are a small, family centered Church of England Primary School that is committed to promoting our Christian values of Thankfulness, Compassion, Creativity, Peace, Hope, Endurance, Forgiveness, Tolerance, Kindness, Respect, Trust and Friendship each linked with the core value of Love.

We are determined to create an inclusive culture of learning where everyone will be challenged in their thinking, to succeed to the best of their abilities and strive to become lifelong learners.

We will empower our children to become respected citizens to enable them to make valuable contributions locally, globally and to contribute to our world's sustainable future.

## **Definition**

An invacuation occurs when circumstances dictate that the safety of pupils and staff is better ensured by them being kept inside the building.

All adults and pupils should remain calm, move slowly and obey instructions.

## **Invacuation Procedure**

The signal for the need to have an invacuation (lock down) is 3 short blows on a whistle. The shout "Back to Base" can be used if no whistle is available. The warning whistle/shout is stopped as soon as everyone has been alerted.

As soon as the signal is heard the following actions must be taken:

Children must stop what they are doing, be silent and look at the lead adult in the classroom. It is the responsibility of the adult to direct the children.

The Office staff will move to the Headteacher's office and take with them all contact details and the evacuation grab bag and make contact with the emergency services. Close all blinds.

The Headteacher or next in charge (Assistant Head/Office Staff), to have overall responsibility and oversee the procedure. If the Headteacher is not on site a phone call must be made to inform them as soon as it is safe to do so.

- Any staff (Teachers, TAs, MSAs) must return to their own classroom if safe to do so. If this is not possible, then they are to go to the nearest classroom.
- Close external doors and windows of the classroom.
- Close internal classroom doors and lock (where possible) or put your door wedge inside the door to keep it closed.
- Children and adults to sit underneath desks, away from doors and windows, to reduce the visual exposure.
- Lights to be turned off and blinds closed.
- Do not leave your classroom or allow any children to leave your classroom for **any** reason.
- If one of your children is in the toilet at the time the invacuation signal is heard, they must go to their own classroom.
- Any children outside on the playground (eg. for playtime or Forest Schools) or in toilet/hall must go to their usual classroom. They should use the nearest door.
- Adults on site should go to their usual room.
- Staff will communicate using the internal school phone or mobile phone if available.
- A member of staff in Moreton will blow the whistle three times to alert the Pre-School who will then follow the same procedure.
- Staff will do a headcount and record numbers of pupils/adults within their room. These numbers will be phoned through to the Headteacher's office at the end of the Invacuation.

**The signal that the invacuation is over is 2 long whistles.**

Do not do anything until you have heard the signal for the end of the invacuation. After hearing this you may open the classroom doors.

Following any invacuation drill there will be a planned time for evaluation with staff.

**Leaving the Site/Evacuation**

- If an intruder is inside the building we will aim to evacuate (playground) and leave the school grounds.
- We will evacuate to the usual fire drill evacuation point (side gates on field) and once all present, exit the school grounds and walk to the Oliver Twist

**SEND**

- A Risk Assessment will be written for all pupils with mobility/disability issues.

*This protocol has been written in collaboration with the on-site Pre-school.*

This policy was ratified on 17<sup>th</sup> January 2025 by the LGB