

Three Counties Academy Trust



Invacuation, Lockdown and Evacuation Policy

#G15

Last updated: 01 December 2022

Review Date: 31 August 2023

Contents:

Statement of intent

1. Legal framework
2. Definitions
3. Roles and responsibilities
4. Appropriate procedures
5. Implementing procedures
6. Personal Emergency Evacuation Plan (PEEP)
7. Communication with parents
8. Actions following incidents
9. Conducting practises
10. Monitoring and review

Statement of intent

The safety of pupils, staff members and visitors on the premises is paramount and Three Counties Academy Trust takes our duty to protect the wellbeing and welfare of these people very seriously.

The main priority is to prevent an emergency from occurring in any of our settings; however, this is sometimes, unfortunately, out of the hands of the Trust and individual schools. In an emergency, staff members at any of our schools will endeavour to take all reasonable actions in order to ensure the safety of pupils and visitors.

The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- DfE (2014) 'Fire safety in new and existing school buildings'
- DfE (2019) 'School and college security'
- DfE (2021) 'Health and safety: responsibilities and duties for schools'
- DfE (2021) 'Emergency planning and response'

This policy operates in conjunction with the following Trust and school policies:

- Health and Safety Policy
- Bomb Threat Policy
- Full Lockdown Procedure
- Partial Lockdown Procedure
- Invacuation Procedure
- Evacuation Procedure
- Fire Evacuation Plan
- Personal Emergency Evacuation Plan
- Business Continuity Plan
- School Security Policy
- Security Risk Assessment

2. Definitions

The term '**evacuation**' refers to the orderly removal of pupils, staff members and visitors from the school building; this can be as a result of a fire or other incident within the building.

The term '**invacuation**' refers to keeping staff, pupils, and visitors inside the school building to ensure their safety from an internal or external incident which has the potential to pose a threat to their safety and wellbeing, e.g., toxic fumes in the air.

The term '**lockdown**' refers to the procedure of locking external doors and windows before taking immediate shelter in a secure location. This procedure is typically invoked as a response to a security threat.

3. Roles and responsibilities

The Governing Board will be responsible for:

- Ensuring the Trust and our schools meets their responsibility to keep all pupils, staff, and visitors safe
- Monitoring the overall implementation of this policy
- Reviewing this policy, in conjunction with the Executive Headteacher and Chief Finance Officer to ensure its effectiveness

The Executive Headteacher will be responsible for:

- Appointing a competent member of staff to lead on Trust and school security and the procedures outlined in this policy, nominally the Trust Site Manager
- Ensuring effective and rehearsed emergency procedures are in place at all Trust schools
- Ensuring all staff members are aware of this policy and receive training on the procedures
- Ensuring all staff receive training following any changes to the Trust or individual schools emergency procedures

The Chief Finance Officer in collaboration with the Site Manager will be responsible for:

- Identifying the likelihood of a security-related incident occurring that would result in activating this policy, and assessing the level of impact of these incidents across all Trust schools
- Developing each school's invacuation, lockdown and evacuation procedures, in conjunction with the Head of School
- Delivering training to all staff members on the emergency procedures outlined in this policy
- Leading rehearsals of emergency procedures
- Recording all evacuation procedures, including drills and practices
- Reviewing the Trust and individual school's emergency procedures following any incident during which they were activated, and at least annually, to ensure the procedures remain effective

The Trust Site Manager, Jon Weighill, will be responsible for informing and seeking advice from the relevant external services, such as the police, in the event of an emergency.

The Trust Site Manager will be responsible for ensuring that emergency exits, and evacuation points are clearly signposted.

School administration staff will be responsible for:

- Providing the emergency services with copies of the school's site plan
- Ensuring that all contractors or external services working within the school are supplied with a copy of the individual schools emergency procedures
- Continuously monitoring any emergency situations and keeping both the emergency services and fellow colleagues up to date

All members of staff will be responsible for acting in accordance with this policy and associated procedures where required.

4. Appropriate procedures

The Head of School and Trust Site Manager will develop a plan to decide which emergency procedure would be implemented under different circumstances.

The evacuation procedure will be implemented in the following circumstances:

Bredenbury Primary School

- Fire in the school or outbuildings
- Dangerous structural damage to the school where it is safe to exit the premises
- Bomb threat within the school
- Serious RTA necessitating evacuation from site

St. Peter's Primary School

- Fire in the school
- Dangerous structural damage to the school where it is safe to exit the premises
- Bomb threat within the school

Queen Elizabeth High School

- Fire in the school
- Dangerous structural damage to the school where it is safe to exit the premises
- Bomb threat within the school

The invacuation procedures will be implemented in the following circumstances:

Bredenbury Primary School

- A bomb threat near the school
- Chemical spillages near the school
- Toxic fumes near the school
- Serious RTA necessitating invacuation on site

St. Peter's Primary School

- A bomb threat near the school
- Chemical spillages near the school
- Toxic fumes near the school

Queen Elizabeth High School

- A bomb threat near the school
- Chemical spillages near the school
- Toxic fumes near the school

The partial lockdown procedure will be implemented in the following circumstances:

Bredenbury Primary School

- A civil disturbance in the local community with the potential to pose a risk to the school
- An intruder on school site but not breaching security cordons

St. Peter's Primary School

- A civil disturbance in the local community with the potential to pose a risk to the school
- An intruder on school site but not breaching security cordons

Queen Elizabeth High School

- A civil disturbance in the local community with the potential to pose a risk to the school

The full lockdown procedure will be implemented in the following circumstances:

Bredenbury Primary School

- An intruder on the school site inside security cordons

St. Peter's Primary School

- An intruder on the school site inside security cordons

Queen Elizabeth High School

- An intruder on the school site

Where a lockdown is required, either a partial lockdown or full lockdown procedure will be implemented, depending on the circumstances. The Executive Headteacher or Head of School if the Executive Headteacher is not on site, will take all factors into consideration when deciding whether to partially or fully lock down a Trust school. Where possible, advice will be sought from the emergency services.

The above lists are not exhaustive and if a different incident occurs, the Executive Headteacher or Head of School if the Executive Headteacher is not on site and the Trust Site Manager will make a decision on what procedure should be implemented taking into account the circumstances of the situation.

5. Implementing procedures

When an incident occurs, the Executive Headteacher or Head of School if the Executive Headteacher is not on site, and the Trust Site Manager will make a decision on which emergency procedure should be implemented. They will take account of all the circumstances and seek advice from the emergency services where necessary.

Each Trust school will implement one of the following procedures which they will have developed specifically for that setting depending on the circumstances:

- Evacuation Procedure
- Invacuation Procedure
- Partial Lockdown Procedure
- Full Lockdown Procedure

All of these procedures are made available to staff and visitors via school offices.

6. Personal Emergency Evacuation Plan (PEEP)

Where a member of staff, pupil or visitor has a disability which may result in them needing help in evacuating the premises, a PEEP will be put in place by the Head of School and the Trust Site Manager in collaboration with the school SENCO.

The purpose of a PEEP is to enable the school to implement effective arrangements to ensure that everyone can evacuate the building in an emergency, should one arise.

These plans will ensure that no one is discriminated against, or treated less favourably, in the event of an emergency.

A PEEP will identify the following:

- Any specific needs of the individual
- Responsibilities of staff members
- Specific evacuation routes, where applicable
- Refuge areas
- Any specific evacuation procedure requirements

Where possible, pupils with PEEPs in place will exit the premises using the same route as the rest of their class, unless otherwise stated within their plan.

PEEPs will be reviewed on an annual basis by the SENCO in order to ensure that the most up-to-date information is available. When there is a change in the individual's health, a change of procedure, or an alteration made to the premises, their PEEP will be reviewed and amended to reflect these changes. The individual, for whom the plan is for, will be consulted at each review, alongside any specified staff members.

7. Communication with parents

Arrangements and information regarding each school's evacuation, lockdown and evacuation procedures will be routinely shared with parents via a secure communication method, e.g., a letter home. Each school will be mindful to not share information regarding the school's procedures in a way that would mean third parties unrelated to the school would be able to access them.

In the event of any of the procedures taking place due to a real emergency, parents will be informed of any developments as soon as is practicable via the parent messaging system and secure Parent Facebook Groups.

Parents will be informed not to call or come to the school as this could interfere with the work of the emergency services and may result in putting themselves and others in danger. The Trust will contact parents when it is safe for them to collect their child.

Whilst talking to parents, it is important for the Trust and school to reassure them that they understand their concern for their child's welfare, and that the Trust and school is doing everything possible to ensure the safety and wellbeing of all pupils.

8. Actions following incidents

Following an occurrence necessitating the implementation of an emergency procedure, the following actions will be taken:

- A follow-up talk with staff members and pupils will be delivered by the Executive Headteacher, Head of School and Trust Site Manager
- Support will be sought where necessary, for example, from counselling services

- Parents and other stakeholders will be informed via letter and social media channels
- The response to the crisis will be evaluated and procedures amended where necessary
- The Trust's Business Continuity Plan will be activated to help restore normality following an incident

9. Conducting practises

Practises of each emergency procedure will be conducted at least annually. Before a practise takes place, parents will be informed that this is happening.

During a practise, all pupils and staff will be expected to follow the relevant procedure. Any issues or concerns that arise from the practise will be considered by the Executive Headteacher, Head of School and Trust Site Manager and changes will be made to procedures, if necessary, at local and/or Trust level.

10. Monitoring and review

All of the procedures outlined in this policy will be tested at least **annually**.

This policy will also be reviewed and evaluated following any incidents which required it to be activated.

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Executive Headteacher, Chief Finance Officer, Heads of School, and the Trust Site Manager in conjunction with the Governing Board. Any changes made to the policy will be amended by the Executive Headteacher and will be communicated to all members of staff. All staff are required to familiarise themselves with this policy as part of their induction programme.

The next scheduled review date for this policy is 31st August 2023.

Signed by:

_____	Executive Headteacher	Date: _____
_____	Chair of Trustees	Date: _____