



Site Security, Evacuation, Invacuation, and Lockdown Policy

Author: Headteacher

Approval: Full Governing Body

Date: October 2026

Next Review: October 2027

Aim

Castle Primary School is committed to maintaining a safe, secure and welcoming environment for all pupils, staff, visitors and contractors. This policy sets out the procedures and responsibilities for site security, evacuation, invacuation and lockdown arrangements to minimise risk and ensure an effective response to emergencies.

Castle Primary School recognises its responsibility to consider and prepare for the risk of terrorism and other deliberate acts of violence. In line with the principles of the Terrorism (Protection of Premises) Act 2025 (Martyn's Law), the school is committed to maintaining appropriate and proportionate security measures, ensuring staff are trained in emergency procedures, and developing effective plans for evacuation, invacuation, lockdown and communication during critical incidents.

Legislation and Guidance

Terrorism (Protection of Premises) Act 2025 (Martyn's Law)

Health and Safety at Work Act 1974 (HASAWA)

Management of Health and Safety at Work Regulations 1999 (MHSWR).

Department for Education, School and college security; Lockdown template

Department for Education, School and college security; Site security guidance

Department for Education, Protective security and preparedness guidance

Roles and responsibilities

Security is a shared responsibility between the Local Authority, Governing Body, Headteacher, staff, contractors and visitors. All stakeholders are expected to support the school's security arrangements and follow the procedures outlined within this policy.

Role of the Governing Body

The Governing Body is responsible for monitoring the implementation the Site Security, Evacuation, Invacuation and Lockdown Policy.

Role of the Headteacher

The Headteacher will be responsible for implementing the Site Security, Evacuation, Invacuation and Lockdown Policy as agreed by the Governing Body.

The Headteacher will ensure:

- All staff appreciate the importance of security and understand the school's policy and their responsibilities.
- Relevant staff receive annual training on evacuation, invacuation and lockdown procedures.
- New staff are inducted into emergency procedures.
- Emergency procedures are tested through regular drills and exercises.
- Lessons learned from incidents, drills or near misses are incorporated into future revisions of this policy.
- Parents, staff and visitors are informed of the Site Security, Evacuation, Invacuation and Lockdown Policy.
- All crimes are reported to the Police.
- The policy is reviewed annually or following any significant incident, guidance update or change to the school site.

SITE SECURITY

The school is committed to maintaining a safe and secure environment for pupils, staff and visitors. Effective site security arrangements help safeguard all members of the school community, protect school property and assets, and minimise the risk of unauthorised access, criminal activity, or other security-related incidents. Security measures are regularly reviewed to ensure they remain appropriate, proportionate, and effective, while supporting the day-to-day operation of the school. All staff, pupils and visitors, share a responsibility for maintaining the security of the site and for reporting any concerns promptly.

Intruder Prevention

The school site boundary is protected by robust fencing and hedging. There is security fencing to the front and sides of the school to prevent intrusion. The Site Manager shall carry out regular inspections on the condition of the boundary and arrange maintenance and repairs as required to ensure the site remains secure.

Key areas of the school are covered by CCTV for security and crime prevention purposes. The school has an infra-red intruder alarm fitted which is set when the school is closed.

The front school gates on Castle Street which lead to the carpark and main reception only shall be open 7am – 5:30pm with the exception of evening events or lets where they may be open later.

The rear school gate on White Hart Lane and side gate leading from the car park to the rear of the school shall be open 8:30am – 9am to allow parents and carers onto the school site to drop off their children. The White Hart Lane and car park gates shall be closed and locked at 9am and for the duration of the school day. The White Hart Lane and carpark gates shall be open again 3:15pm – 3:45pm to allow parents and carers onto the school site to collect their children. During the school day the only route in and out of the school site shall be through the car park and main reception.

The school building, including windows and doors, is kept in a good state of repair and all windows in the school have window restrictors fitted for additional security. Scalable walls and drainpipes are coated with anti-climb paint and inspected regularly.

All external doors and the vehicle gate are operated by push button combination locks. Doors can be opened internally without the combination lock but not externally. The combination codes shall be changed periodically or if they have been compromised. The combination codes shall only be provided to staff and staff will be instructed not to share them. The main entrance combination code shall also be provided to the school's wrap around care provider and catering provider.

Staff are advised that all external doors should be kept closed.

All staff have a responsibility to challenge any individual on the school site who is not known to them, is unaccompanied, or is not displaying valid identification.

In the event that staff are aware of an intruder on site they should contact the school office or SLT immediately via corridor telephones, mobile phone or walkie talkies.

School Events

When holding school events, where members of the public come on to the school site, such as sports day, Christmas fair, summer fair, sports fixtures etc., all rooms or areas not in use for the event shall be locked. There will be a designated route from the event to toilets, and this shall be marked with barriers or marshalled by staff to prevent members of the public getting access to other parts of the school.

Valuables

By protecting valuable items, the school can make itself less likely to be a target for theft and burglary. In order to protect valuables, the school will ensure:

- All expensive, portable equipment to be marked as belonging to the school.
- Staff to be responsible for returning equipment to a secure locked area.
- Staff to “sign out” equipment, which is taken home, e.g. laptop computer.
- Rooms containing valuable equipment such as tools, IT equipment or other valuables shall be kept locked at all times.
- Lockers and lockable drawers and cabinets are available to staff to store their valuable items whilst in school.

Visitors

All visitors, including contractors, parents, NHS and social care workers, must come to the main office entrance, sign in, and wear a visitor badge. This procedure also applies to young people who are ex-pupils and children of staff. School office staff will advise the visitor if they need to be accompanied or if they can be unsupervised depending on their DBS and ID check status.

All staff must direct visitors to the main office. Visitors should not gain entry through classrooms, the car park, staff room, or any other door. Pupils should be taught not to open doors to adults they do not know. Staff should not hold open doors for unfamiliar visitors or allow people ‘tailgate’ through doors.

All staff have a responsibility to challenge any individual on the school site who is not known to them, is unaccompanied, or is not displaying valid identification.

EVACUATION PROCEDURE

The purpose of an evacuation is to move people outside the building to protect them from a threat in the building.

Evacuation should be the rare exception in the event of a dangerous intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger, e.g. from an intruder or device at one of the entrances/exits, than if people had remained within the building.

Staff responsibilities

Security lead

The Security Lead is the Headteacher, Angela Thomas. In the absence of the Headteacher this role will be deputized by the Assistant Headteacher, Nadine Ricketts.

In the event of an evacuation, the security lead shall:

- Determine and lead the initial response
- Liaise with the emergency services
- Make fast, clear decisions to get people to safety
- Delegate tasks as appropriate
- Help co-ordinate the response, managing and delegating actions as needed
- Record actions taken (See Appendix A)
- Communicate with parents/carers

Teachers and support staff

- Bring pupils to assembly points or other place of safety as directed
- Take registers and stay with pupils

Evacuation signals

Evacuation shall be signaled by the fire alarm which is a continuous ringing bell from numerous sounders throughout the school building.

The signal for all clear shall be verbal instruction from a member of SLT.

Identified muster points

The initial assembly point is the school field.

In the case of poor weather if the field is water-logged, the Security Lead will direct staff, pupils and visitors to the junior playground to muster instead of the field.

The school also has an agreed off-site muster point to be used if children need to be moved further away from the school building. For security reasons the location is not disclosed in this document. Staff are aware of the off-site muster point location and new staff are advised of its location on induction. Children will be walked by staff to the off-site muster point.

Evacuation plan

All staff, volunteers, visitors or contractors

On finding a fire, sound the alarm at the nearest fire alarm call point.

On hearing the fire alarm, leave the building immediately using the nearest exit.
Do not stop to collect personal belongings
Close the door behind you.
Proceed to the assembly point on the field for roll call.
Do not re-enter the building until told to by the Headteacher or SLT

Headteacher

On hearing the fire alarm, proceed to assembly point on field.
Confirm School Business Manager has called Fire and Rescue Service.
Receive roll call reports from all teachers.
Receive staff and visitor roll call report from the Admin Officer
Account for all children, staff and visitors.
Liaise with Fire and Rescue Service.
When all clear is given by the Fire and Rescue Service, advise staff, children and visitors to re-enter the building.
In the absence of the Headteacher, this role will be deputised by the Assistant Headteachers.

Teachers

Teachers will be responsible for ensuring that children in their charge evacuate in a calm and orderly manner and go directly to the assembly point.
Teachers shall bring 'red box' containing emergency medications from their classroom to the assembly point.
Close classroom doors and windows as leaving, if safe to do so.
At the assembly point, receive class register from the Admin Officer.
Take roll call and report findings to the Headteacher.

Classroom Assistants

On hearing the fire alarm, assist Teachers in evacuating children, taking roll call and keeping children calm and quiet.
The following staff shall check pupil toilets and take occupants to assembly point on field:

Area to be checked	Staff responsible
Medical Room	Admin Assistant, Lucy Francis
Toilet opposite Medical Room	Admin Assistant, Lucy Francis
Accessible Toilet	Year 3 Teaching Assistant, Caroline Jurd
Girls Toilet	Year 2 Teaching Assistant, Kelly Banks
Boys Toilet	Year 4 Teaching Assistant, Ruth Gutman

Special Needs Assistants

On hearing the fire alarm, assist the child you are supporting to evacuate the building and take them to the assembly point on field.
Where necessary, follow the child's personal emergency plan (PEP).

Lunchtime Supervisory Assistants

On hearing the fire alarm, ensuring that children evacuate in a calm and orderly manner and go directly to the assembly point.
Await instructions from SLT.

School Business Manager

On hearing the fire alarm, the School Business Manager will call the Fire and Rescue Service advising of the school address.

Print the sign in evacuation report.

Take the sign in evacuation report to assembly point on field.

Confirm with Headteacher that fire brigade has been called.

Take roll call of staff and visitors as per the sign in evacuation report and report findings to the Headteacher.

In the absence of the School Business Manager, the fire brigade will be called by the Headteacher

Administrative Officer/ First Aider

In the absence of the Administrative Officer, this role will be deputised by the Administrative Assistant.

On hearing the fire alarm, print class registers.

Take the class registers to assembly point on field.

Distribute class registers to teachers.

Assist Administrative Assistant in administering first aid, if required.

Administrative Assistant/ First Aider

In the absence of the Administrative Officer, this role will be deputised by the Admin Officer.

On hearing the fire alarm, check medical room and toilet opposite and take occupants to assembly point on field.

Take a first aid kit to the assembly point.

Be available to administer first aid if necessary. Call ambulance for casualties, if required.

If no first aid required, assist the School Business Manager in taking roll call of staff and visitors.

Kitchen Staff

On hearing the fire alarm, turn off all gas and electrical appliances that are not automatically shut off on operation of the fire alarm, if safe to do so.

Close doors and windows as leaving, if safe to do so.

Proceed to the assembly point on the field for roll call.

First aid arrangements

The Administrative Assistant shall bring a first aid kit to the assembly point on the field. The Administrative Officer and Administrative Assistant will be available to administer first aid and call an ambulance, if required.

Teachers shall bring the 'red box' containing emergency medications from their classroom to the assembly point.

Emergency information pack

The emergency information pack shall be presented to the fire brigade by the Site Manager on their arrival. This will include as a minimum the following information:

- asbestos register
- drawing of the premises, including:
 - structural features, fire-resistant structures, self-closing fire doors, means of escape if known

- location of any highly flammable materials or pressurised gas
- location of any chemical, biological or radiological risks
- location of main electrical supply switch
- location of main water shut-off valve
- location of main gas or oil shut-off valve
- location of the fire alarm panel and controls for equipment operated by the fire alarm
- Emergency Response Policy
- Site Security, Evacuation, Invacuation, and Lockdown Policy
- Staff and Pupil PEPs

Internal communication during an evacuation

During an evacuation, staff may use personal mobile phones or walkie-talkies to communicate with each other.

Communication with parents/carers during an evacuation

In some cases, it will not be safe or appropriate to inform parents or carers during an ongoing evacuation. Whilst the school appreciates this will be a distressing time for parents and carers, the safety of the children and staff on the school site will take priority over communicating with parents and carers.

Following an evacuation, parents and carers will be informed of the events and actions taken as soon as practically possible after the evacuation has ended. Parents and carers will be sent an email from Arbor. This will be implemented by the school office staff.

In some cases, parents and carers may be contacted during an ongoing evacuation. On instruction from the Headteacher or Assistant Headteachers, parents and carers will be sent a SMS text message from Arbor. This will be implemented by the school office staff. Parents and carers will be instructed **not** to come to the school and **not** to call the school, as this will tie up lines that would be used to contact emergency services.

NOTE: In the case of a planned evacuation drill or a false alarm, children will quickly return to their normal school day and the school will not contact parents and carers.

Arrangements for pupils or staff with additional needs

Personal Emergency Plans (PEP) will be created for any staff or pupils with additional needs who require specific evacuation arrangements. These will be created when the member of staff or child joins the school or when their additional needs are identified. The contents of the PEP will be communicated to relevant staff and will be followed in the event of an evacuation. (See Appendix H&I)

Evacuation duration

The school should remain evacuated until a senior member of staff or the emergency services confirm it is safe to re-enter the premises.

Evacuation drills

The Headteacher shall arrange at least one evacuation drill per term to ensure that staff and pupils are familiar with the evacuation procedure. At least one evacuation drill per academic year should be unannounced.

The schools target evacuation time is **3 minutes**.

After every fire drill, the Headteacher should record the total evacuation time and compare it to the school's target time. Immediately after the drill, the Headteacher should review the effectiveness of the evacuation identifying any issues encountered and any improvements required.

If any problems were identified during the drill, corrective actions should be taken promptly. All findings and actions should be recorded and the Site Security, Evacuation, Invacuation and Lockdown Policy amended accordingly.

INVACUATION (SHELTER) PROCEDURE

Invacuation means moving people inside a building to protect them from a threat that is outside the school's premises, such as extreme weather, environmental hazard or a suspected terrorist attack nearby.

Although there are some important similarities, **invacuation is different to a lockdown**. A lockdown is necessary when there is a dangerous intruder on the premises. A lockdown or evacuation might be needed before or after an invacuation depending on how the situation develops.

Staff responsibilities

Security Lead

The Security Lead is the Headteacher, Angela Thomas. In the absence of the Headteacher this role will be deputized by the Assistant Headteacher, Nadine Ricketts.

In the event of an invacuation, the Security Lead shall:

- Determine and lead the initial response, including deciding whether to implement invacuation procedures
- Decide on appropriate protected spaces depending on the type of incident
- Liaise with the emergency services
- Make fast, clear decisions to get people to safety
- Help co-ordinate the response, managing and delegating actions as needed
- Communicate with parents/carers
- Record actions taken (See Appendix B)

Visitors

The member of staff designated to escort visitors to an agreed safe place is the Admin Officer, Katherine Toogood. Using the visitor sign in report, the Admin Officer will escort all visitors on site to the staff room and note any visitors that are missing. In the absence of the Admin Officer this role will be deputized by the School Business Manager, Ashley Billingham.

Teachers and support staff

Bring pupils to protected spaces
Take register and stay with pupils
Continue normal classroom activities, if possible

Support Staff

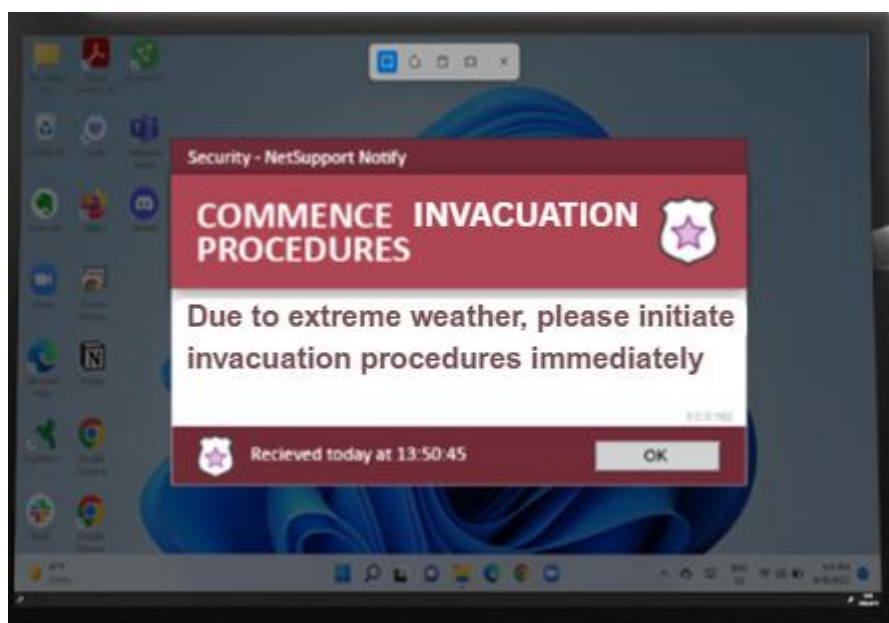
Make sure all access points are secured

Invacuation signals

Invacuation is signalled by a verbal message from the Headteacher, Angela Thomas, or Assistant Headteachers, Nadine Ricketts and Nicola Murphy.

A message will also be displayed on all school computers that are turned on and connected to the school network at the time. If the computer is connected to a smart board at the time of the message, the message will automatically appear on the smart board.

The invacuation message will look similar to the screen below. The message will specifically include the word 'Invacuation' and may include further information or instructions



Invacuation duration

The school shall remain in a state of invacuation until the Headteacher, Angela Thomas, or Assistant Headteachers, Nadine Ricketts or Nicola Murphy or the emergency services confirm verbally that it has been lifted.

Protected spaces inside

During an invacuation, pupils and staff should go to designated protected spaces. These spaces have been identified as being large enough to accommodate the number of people on site, being lockable, and having substantial walls and minimal windows.

In the event of an invacuation all pupils, teachers and classroom assistants should go to the nearest classroom. If children are outside, in the main hall, dining hall, library, snug or corridor, they should immediately return to the nearest classroom.

Other staff should stay in their offices. Staff who do not have a designated office should go to the Staff Room. Visitors should go to the Staff Room.

Location	Capacity – number of people who can safely invacuate there	
14 x Classrooms	30 per classroom	Pupils and Staff
Staff Room	20	Visitors and Staff
PPA Room	3	Visitors and Staff
SBM Office	2	Staff

Location	Capacity – number of people who can safely invacuate there	
HT Office	2	Staff
Rainbow Room	15	Pupils and Staff
Music Room	15	Pupils and Staff
AHT Office	1	Staff
Inclusion Office	2	Staff

Invacuation plan

Once notified of an invacuation staff shall:

- Where children are outside, bring them inside to the nearest classroom.
- Where children are in an area or corridor that cannot be locked, children will go to their nearest classroom
- Close and lock all doors and windows in the room you are in.
- Close all blinds and curtains and obscure windows, wherever possible.
- Turn off fans or mobile air conditioning units - this will reduce the risk of exposure to any airborne chemical or pollution
- Cover windows and air vents if the risk is pollution or a gas cloud
- Take attendance register.
- Continue normal teaching activities, where possible.
- If there is a computer in the room, leave it turned on as it may be used for internal communication during the invacuation
- Make sure mobile phones are on silent but do not turn them off as they may be needed for internal communication during the invacuation
- The following staff shall go to areas where children may be. Staff will take these children to the nearest classroom.

Area to be checked	Staff responsible
Medical Room	Admin Assistant, Lucy Francis
Toilet opposite Medical Room	Admin Assistant, Lucy Francis
Accessible Toilet	Year 3 Teaching Assistant, Caroline Jurd
Girls Toilet	Year 2 Teaching Assistant, Kelly Banks
Boys Toilet	Year 4 Teaching Assistant, Ruth Gutman

Internal communication during invacuation

During an active invacuation it may not be safe or possible to communicate internally. Following the initial invacuation signal, the school should remain in invacuation even if no further internal communications are received.

Where communication is possible, internal communications may be sent by SMS message to staff mobile phones using Arbor and messages may be displayed on computer screens. Internal communications will be sent from the Headteacher or Assistant Headteachers and may be implemented by the school office staff.

If staff urgently need to communicate with SLT, they should send a SMS message to the Headteacher, Angela Thomas. If the Headteacher is not on site they should send a SMS message to the Assistant Headteacher, Nadine Ricketts.

NOTE: Staff should only contact SLT if they have critical urgent information relating to the invacuation and should be aware that non-essential messages or requests for more information will hinder the emergency response.

Communication with parents/carers during an invacuation

In some cases, it will not be safe or appropriate to inform parents or carers during an ongoing invacuation. Whilst the school appreciates this will be a distressing time for parents and carers, the safety of the children and staff on the school site will take priority over communicating with parents and carers.

Following an invacuation, parents and carers will be informed of the events and actions taken as soon as practically possible after the invacuation has been lifted. Parents and carers will be sent an email from Arbor. This will be implemented by the school office staff.

In some cases, parents and carers may be contacted during an ongoing invacuation. On instruction from the Headteacher or Assistant Headteachers, parents and carers will be sent a SMS text message from Arbor. This will be implemented by the school office staff. Parents and carers will be instructed **not** to come to the school and **not** to call the school, as this will tie up lines that would be used to contact emergency services.

Arrangements for pupils or staff with additional needs

Personal Emergency Plans (PEP) will be created for any staff or pupils with additional needs who require specific invacuation arrangements. These will be created when the member of staff or child joins the school or when their additional needs are identified. The contents of the PEP will be communicated to relevant staff and will be followed in the event of an invacuation. (See Appendix H&I)

Invacuation Drills

Due to the young age of the pupils at our school, it is not deemed proportionate to carry out invacuation drills involving pupils due to the anxiety and detriment to their mental health that this could cause. However, staff will carry out invacuation and lockdown drills at least once per year when pupils are not on site. This will most likely be during INSET days.

Children in Key Stage 2 will have the invacuation procedure explained to them at least once per year but will not be expected to practise a drill. Key Stage 1 will not be explicitly told about the invacuation procedure but are taught about the importance of listening to staff and following instruction to stay safe through the school behaviour policy.

BOMB THREATS AND SUSPICIOUS ITEMS

The vast majority of bomb threats are hoaxes designed to cause alarm and disruption and instances of valid bomb threats are rare. Terrorists and others may make hoax bomb threat calls to intimidate the public, businesses and communities, to draw attention to their cause and to mislead police.

While many bomb threats involve a person-to-person phone call, an increasing number are sent electronically using email or social media. No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialling 999.

Communication of the threat

A bomb threat can be communicated in a number of different ways. The threat is likely to be made in person over the telephone however it may also be:

- a recorded message (possibly using a text-to-speech synthesiser or a soundboard)
- communicated in written form
- delivered face-to-face
- sent by email or social media

Immediate steps if you receive a bomb threat communication

Any member of staff with a direct telephone line, mobile phone, computer or tablet etc. or who has any contact with the public, could possibly receive a bomb threat. Staff must, therefore, understand the actions required of them as the potential first response to a threat message and their duty of care to others.

If a telephone threat is received:

- Stay calm and listen carefully
- Have immediate access to the bomb threat checklist and the key information that should be recorded
- If practical, keep the caller talking and alert a colleague to dial 999
- If displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended
- If the threat is a recorded message, write down as much detail as possible and retain for the police to secure
- If the threat is received via text message, do not reply to, forward or delete the message; note the number of the sender and follow police advice
- Contact the Security Lead immediately

The Bomb Threats checklist should be completed as soon as possible, whilst the threat is 'fresh' in the recipient's memory. See Appendix J

If the threat is delivered face-to-face:

- Try to remember as many distinguishing characteristics of the person who made the threat as possible and try to remember exactly what was said (again, the Bomb Threats Checklist may be a useful prompt)

If discovered in a written note, letter or as graffiti:

- Treat as police evidence and stop other people touching the item

If the threat is received via email or a social media application:

- Do not reply to, forward or delete the message
- Note the sender's email address or username/user ID for social media applications
- Preserve all web log files for your organisation to help the police investigation (as a guide, police will require data from 7 days prior to the threat message and 48 hours after)

Suspicious items

Suspicious items should always be assessed proportionately.

A suspicious item may have visual clues, such as:

- being unattended,
- being deliberately hidden from view,
- wires, circuit boards, batteries, adhesive tape, liquids, putty-like or unusual substances etc.
- being found after a suspicious event

If staff believe any unattended or suspicious item represents a potential risk, they must report it to the Security Lead immediately and alert those nearby to the item.

When dealing with suspicious items, the following immediate steps should be taken:

- do not touch it
- report it to the Security Lead immediately
- do not use a mobile phone within 15 metres of the item
- move out of sight of the item

Remember: If you think it's suspicious, say something.

Actions

Following the receipt of a bomb threat or report of suspicious items, the Security Lead will make decisions regarding the next course of action, this may include evacuation, invacuation, continuing as normal or any other action the Security Lead deems appropriate.

Responsibility for the initial decision-making lies with the Security Lead. The Security Lead will ensure that the threat is reported to the police and will follow any advice given however, the decision-making process should not be delayed by waiting for advice or for the arrival of police.

Media and communication

Staff must not reveal details about specific incidents to the media or through social media. Do not provide details of the threat, the decision-making process relating to evacuation or invacuation or why a decision not to evacuate was taken.

Releasing details of the circumstances may:

- Be an objective of the hoaxer; publicity may enhance their credibility and lead to further hoaxing
- Cause unnecessary alarm to others
- Be used by those planning to target other venues
- Elicit copycat incidents
- Adversely affect the subsequent police investigation

LOCKDOWN PROCEDURE

The purpose of a lockdown is to lock or barricade a room's doors and windows to delay or deter someone intending to cause harm from getting into an area. This should be used in response to a dangerous intruder on the school premises. A lockdown may also be an appropriate response to other threats or hazards such as:

- Civil disturbance in the local community
- Local risk of air pollution, such as a smoke plume or gas cloud
- A major fire in the vicinity of the school
- A dangerous dog roaming loose
- Any other hazard or threat

Staff Lockdown Responsibilities

Security Lead

The Security Lead is the Headteacher, Angela Thomas. In the absence of the Headteacher this role will be deputized by the Assistant Headteacher, Nadine Ricketts.

In the event of a lockdown, the Security Lead shall:

- Determine and lead the initial response, including deciding whether to implement lockdown procedures
- Call 999 or delegate a member of staff to call 999
- Liaise with the emergency services
- Make fast, clear decisions to get people to safety
- Help secure the building where safe to do so (e.g. lock doors and windows).
- Help co-ordinate the response, managing and delegating actions as needed
- Record actions taken (See Appendix C)
- Communicate with parents/carers

Teachers and Classroom Support Staff

In the event of a lockdown, teachers and classroom assistants shall:

- Bring pupils to a classroom or other place of safety as directed
- Help secure the building where safe to do so (e.g. lock doors and windows)
- Ensure everyone stays away from sightlines (e.g. doors and windows). Take register and stay with pupils

Support Staff

In the event of a lockdown, support staff shall:

- Help secure the building where safe to do so (e.g. lock doors and windows)
- Ensure everyone stays away from sightlines (e.g. doors and windows).
- The following staff shall make sure all external access doors are secured (See Appendix F):

Map	Access Point	Staff Responsible
1	Staff room external door	Admin Officer, Katherine Toogood
2	Dining Hall fire exit	Chartwell Kitchen Manager, Lindsay
3	Catering Kitchen external door	Chartwell Kitchen Manager, Lindsay
4	Main entrance external door	SBM, Ashley Billinghamurst
5	Rainbow Room external door into Quad	ELSA, Tammy Sellers
6	Main Hall fire exit into Quad	Site Manager, Paul Thomas
7	Year 1 snug external door	1B TA, Alison Carter

8	1B external door	1B TA, Alison Carter
9&10	2 x doors opposite main hall	Site Manager, Paul Thomas
11	Year R corridor external door to car park	YR TA, Eleanor Cruddas
12	Squirrel external door to YR garden	YR TA, Eleanor Cruddas
13	Hedgehog external door to YR garden	YR TA, Nicola Martin
14	KS1 entrance	Site Manager, Paul Thomas
15	Girls toilet fire door	Site Manager, Paul Thomas
16	Boys toilet fire door	Site Manager, Paul Thomas
17	Garden room external door	Site Manager, Paul Thomas
18	KS2 entrance	Site Manager, Paul Thomas
19	Year 6 door	Year 5 TA, Nicola Lipsham
20	Year 5 door	Year 5 TA, Louise Edwards
21	Music room external door to YR garden	Not in use. Blocked.

- Where possible corridor doors (See Appendix G) will be secured using the combination locks stored next to the doors.
- All staff shall know the combination code to unlock the doors in the event that the lockdown becomes an evacuation

Map	Access Point	Staff Responsible
1	Corridor doors adjacent IT suite stairs	Headteacher, Angela Thomas
2	Corridor doors adjacent Library	Headteacher, Angela Thomas
3	Corridor doors adjacent Girls Toilet	Headteacher, Angela Thomas
4	Corridor doors adjacent Garden Room	Assistant Headteacher, Nick Murphy
5	Corridor doors Year 5 corridor	Assistant Headteacher, Nick Murphy
6	Corridor doors Year 6 corridor	Assistant Headteacher, Nick Murphy

Visitors

The member of staff designated to escort visitors from the school reception to an agreed safe place is the Admin Officer, Katherine Toogood. In the absence of the Admin Officer this role will be deputized by the School Business Manager, Ashley Billingham. The agreed safe place for visitors is the Staff Room. Visitors who are on the school site away from the school reception will be directed to the nearest classroom or place of safety by the members of staff they are with. Using the visitor sign in report, the Admin Officer will note which visitors are present or missing in the Staff Room.

Security lockdown signals

Lockdown is signalled by a whistle being sounded.

The Headteacher, Angela Thomas, shall phone the Assistant Headteacher, Nicola Murphy and say "Lockdown, Lockdown, Lockdown". The Assistant Headteacher, Nicola Murphy, shall blow the whistle on the top corridor and Key Stage 2 playground. The Headteacher, Angela Thomas, shall blow the whistle on the bottom corridor and Key Stage 1 playground and field.

NOTE: Staff should be aware that whistles should not be used in school for any other reason than to signal a lockdown, including during PE lessons or at lunch and break.

A message will also be displayed on all school computers that are turned on and connected to the school network at the time. If the computer is connected to a smart board at the time of the message, the message will automatically appear on the smart board.

The lockdown message will look similar to the screen below. The message will specifically include the word 'Lockdown' and may include further information or instructions



Security lockdown plan

Once notified of a lockdown staff shall:

- Where children are outside, bring them inside. Children will go to the nearest classroom or lockable room.
- Where children are in an area or corridor that cannot be locked, they should go to the nearest classroom or lockable room.
- Close and lock all doors and windows in the room you are in. Barricade doors if necessary
- Close all blinds and curtains and obscure windows, wherever possible.
- Position children away from sightlines from doors and windows – for example, under a desk or behind large furniture
- Turn off lights and electronic devices that emit light or sound.
- If there is a computer in the room, leave it turned on, as it may be used for internal communication during the lockdown
- Make sure mobile phones are on silent but do not turn them off as they may be needed for internal communication during the lockdown
- Silently take attendance using the class register and visually checking the child is in the room. Where possible, record on paper children that are present or missing from the class.
- Think about an alternative point of exit if the intruder gains entry to the room. This could be a ground floor window or an alternative door or fire exit.

- The following staff shall go to areas where children may be. Staff will stay with children in these areas and initiate lockdown procedures in that room.

Area to be checked	Staff responsible
Medical Room	Admin Assistant, Lucy Francis
Toilet opposite Medical Room	Admin Assistant, Lucy Francis
Accessible Toilet	Year 3 Teaching Assistant, Caroline Jurd
Girls Toilet	Year 2 Teaching Assistant, Kelly Banks
Boys Toilet	Year 4 Teaching Assistant, Ruth Gutman

Lockdown duration

The school shall remain in a state of lockdown until the Headteacher, Angela Thomas, or Assistant Headteachers, Nadine Ricketts or Nicola Murphy or the emergency services confirm verbally that it has been lifted.

Instructions to lift the lockdown from any other staff members or anyone else should be disregarded.

Internal communication during a lockdown

During an active lockdown it may not be safe or possible to communicate internally.

Following the initial lockdown signal, the school should remain in lockdown even if no further internal communications are received.

Where communication is possible, internal communications will be sent by SMS message to staff mobile phones using Arbor and messages will be displayed on computer screens. Internal communications will be sent from the Headteacher or Assistant Headteachers and may be implemented by the school office staff.

In all cases staff should use silent communications and keep noise to a minimum, especially if intruders are close by.

If staff urgently need to communicate with SLT, they should send a SMS message to the Headteacher, Angela Thomas. If the Headteacher is not on site they should send a SMS message to the Assistant Headteacher, Nadine Ricketts.

NOTE: Staff should only contact SLT if they have critical urgent information relating to the lockdown and should be aware that non-essential messages or requests for more information will hinder the emergency response.

Communication with parents/carers during a lockdown

In many cases, it will not be safe or appropriate to inform parents or carers during an ongoing lockdown. Whilst the school appreciates this will be a distressing time for parents and carers, the safety of the children and staff on the school site will take priority over communicating with parents and carers.

Following a lockdown, parents and carers will be informed of the events and actions taken as soon as practically possible after the lockdown has been lifted. Parents and carers will be sent a SMS text message and email from Arbor. This will be implemented by the school office staff.

In some cases, parents and carers may be contacted during an ongoing lockdown. On instruction from the Headteacher or Assistant Headteachers, parents and carers will be sent a SMS text message from Arbor. This will be implemented by the school office staff. Parents and carers will be instructed **not** to come to the school and **not** to call the school, as this will tie up lines that would be used to contact emergency services.

Arrangements for pupils or staff with additional needs

Personal Emergency Plans (PEP) will be created for any staff or pupils with additional needs who require specific lockdown arrangements. These will be created when the member of staff or child joins the school or when their additional needs are identified. The contents of the PEP will be communicated to relevant staff and will be followed in the event of a lockdown. (See Appendix H&I)

Lockdown becoming Evacuation

In the event that the lockdown needs to become an evacuation, the evacuation will be signalled by SMS message to staff mobile phones, messages displayed on computer screens or verbal instruction from SLT.

The school also has an agreed off-site muster point to be used if children need to be moved further away from the school building. For security reasons the location is not disclosed in this document. Staff are aware of the off-site muster point location and new staff are advised of its location on induction. Children will be walked by staff to the off-site muster point.

Lockdown Drills

Due to the young age of the pupils at our school, it is not deemed proportionate to carry out lockdown drills involving pupils due to the anxiety and detriment to their mental health that this could cause. However, staff will carry out lockdown drills at least once per year when pupils are not on site. This will most likely be during INSET days.

Children in Key Stage 2 will have the lockdown procedure explained to them at least once per year but will not be expected to practise a drill. Key Stage 1 will not be explicitly told about the lockdown procedure but are taught about the importance of listening to staff and following instruction to stay safe through the school behaviour policy.

APPENDIX A - Evacuation action plan

Use this checklist to take actions and record them during an evacuation. Recording the time could be especially useful during drills to practise going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

Date _____

Time initiated _____

Nature of incident _____

Action	Time	Signed
Sound alert		
Make sure all pupils and staff are out of the school building		
Total evacuation time		
If appropriate, move pupils away from the incident (e.g. to the other side of the building or off-site assembly point)		
Do you need the emergency services?		
Complete roll call for pupils, staff and visitors. Are any missing or injured?		
Reassure pupils and keep them calm		
Notify parents/carers of the situation and provide advice, instruction and reassurance		
Remain outside until an all-clear has been given, unless emergency service advice is different		

Lessons learnt

What went well?

What could be improved?

Was the target evacuation time of 3 minutes met?

YES / NO

Were any issues encountered during evacuation?

- | | |
|--|---|
| ☐ Delayed evacuation | ☐ Communication difficulties |
| ☐ Blocked route to muster point | ☐ PEP implementation issues |
| ☐ Register issues | ☐ First aid/medical issues |
| ☐ Visitor accountability issues | |

☐ Other:

Details:

Are any changes required to Site Security, Evacuation, Invacuation, and Lockdown Policy? YES / NO

APPENDIX B - Invacuation action plan

Use this checklist to take actions and record them during an invacuation. Recording the time could be especially useful during drills to practise going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

Date _____

Time initiated _____

Nature of incident _____

Action	Time	Signed
Decide whether to evacuate or invacuate		
If invacuate, where will you instruct staff and pupils to go?		
Sound alert		
Make sure all pupils and staff are inside the school building		
If appropriate, move pupils away from the incident (e.g. to the other side of the building)		
Do you need the emergency services?		
If sheltering from an environmental hazard (e.g. a smoke or chemical spill), make sure all doors and windows are closed and ventilation/air circulation systems are switched off		
Complete roll call for pupils, staff and visitors. Are any missing or injured?		
Reassure pupils and keep them calm, if possible return to normal classroom-based activities		
Notify parents/carers of the situation and provide advice, instruction and reassurance		
Remain inside until an all-clear has been given, unless emergency service advice is different		

Lessons learnt

What went well?

What could be improved?

Were any issues encountered during invacuation?

- | | |
|--|---|
| ☐ Delayed invacuation | ☐ Communication difficulties |
| ☐ Blocked route to safe spaces | ☐ PEP implementation issues |
| ☐ Register issues | ☐ First aid/medical issues |
| ☐ Visitor accountability issues | |
| ☐ Other: | |
- Details: _____

Are any changes required to Site Security, Evacuation, Invacuation, and Lockdown Policy? YES / NO

APPENDIX C - Lockdown action check list

Use this checklist to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practise going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

Date _____

Time initiated _____

Nature of incident _____

Action	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		

Lessons learnt

What went well?

What could be improved?

Were any issues encountered during lockdown?

- | | |
|---|--|
| ☐ Delayed lockdown | ☐ Visitor accountability issues |
| ☐ Blocked route to safe spaces | ☐ Communication difficulties |
| ☐ Problems securing rooms | ☐ PEP implementation issues |
| ☐ Register issues | ☐ First aid/medical issues |

☐ Other:

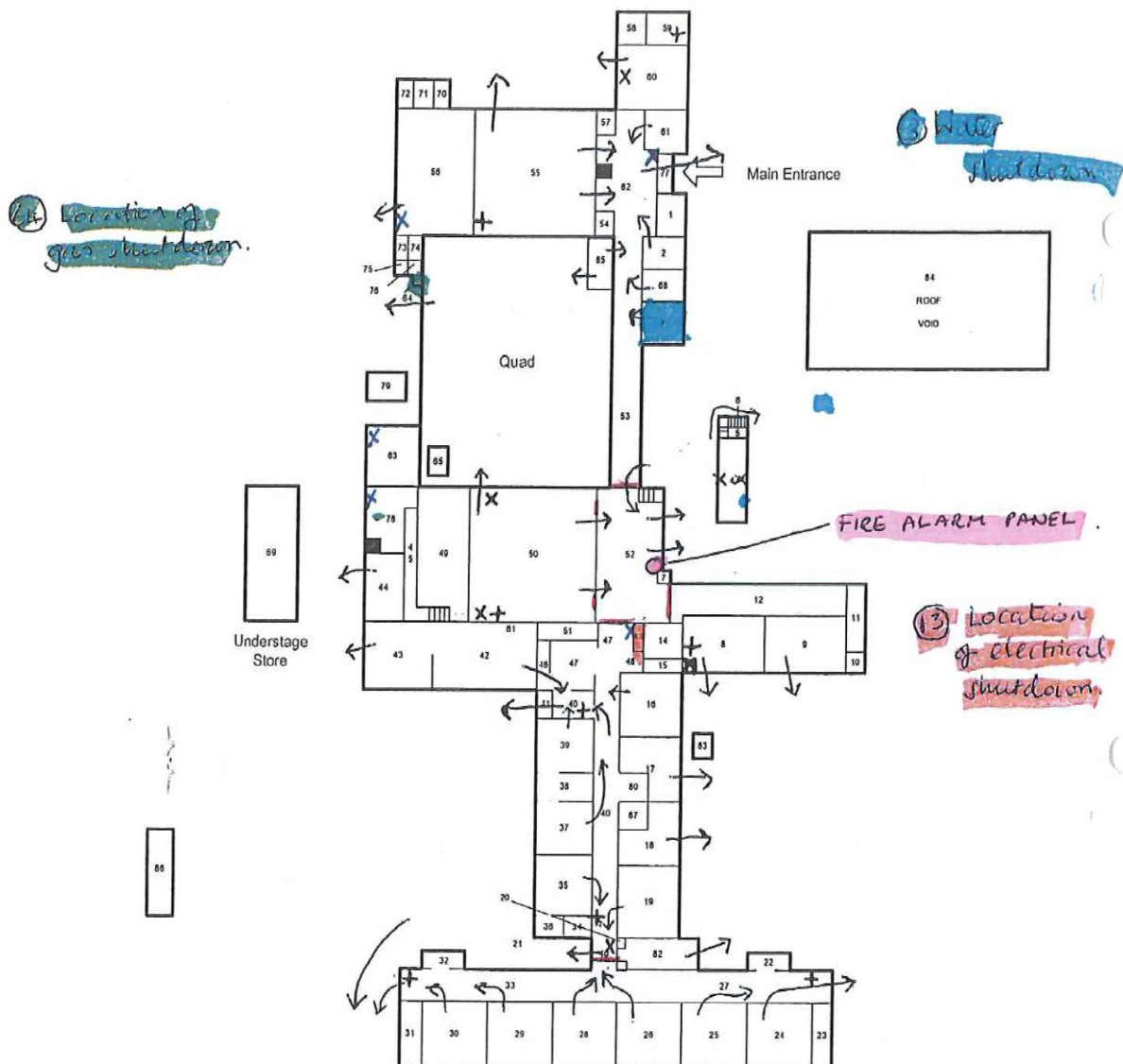
Details:

Are any changes required to Site Security, Evacuation, Invacuation, and Lockdown Policy? YES / NO

APPENDIX D – Evacuation Routes

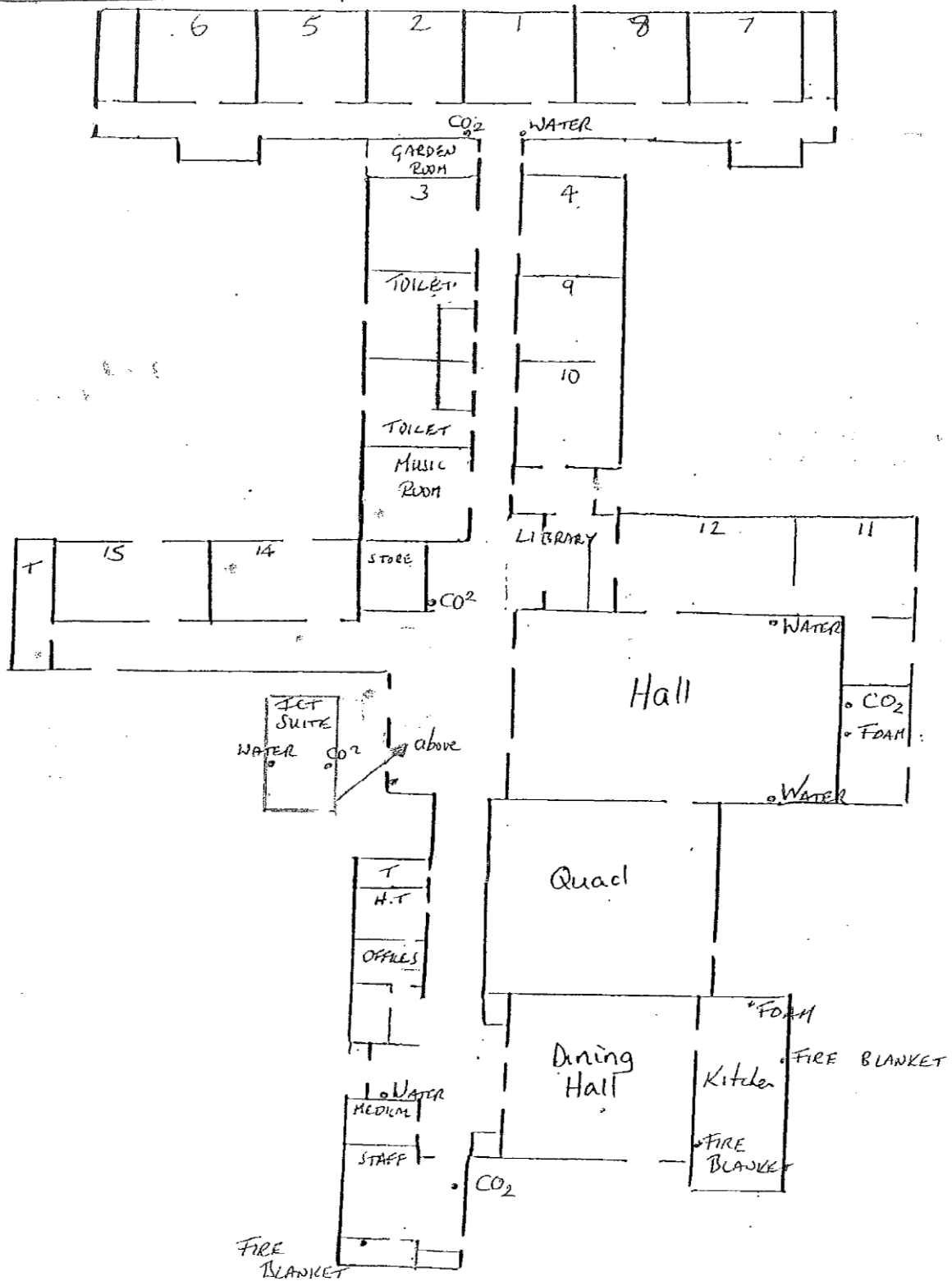
Site Plan.

- Evacuation Route.
- X Extinguisher
- + First Aid
- SELF CLOSING FIRE DOORS

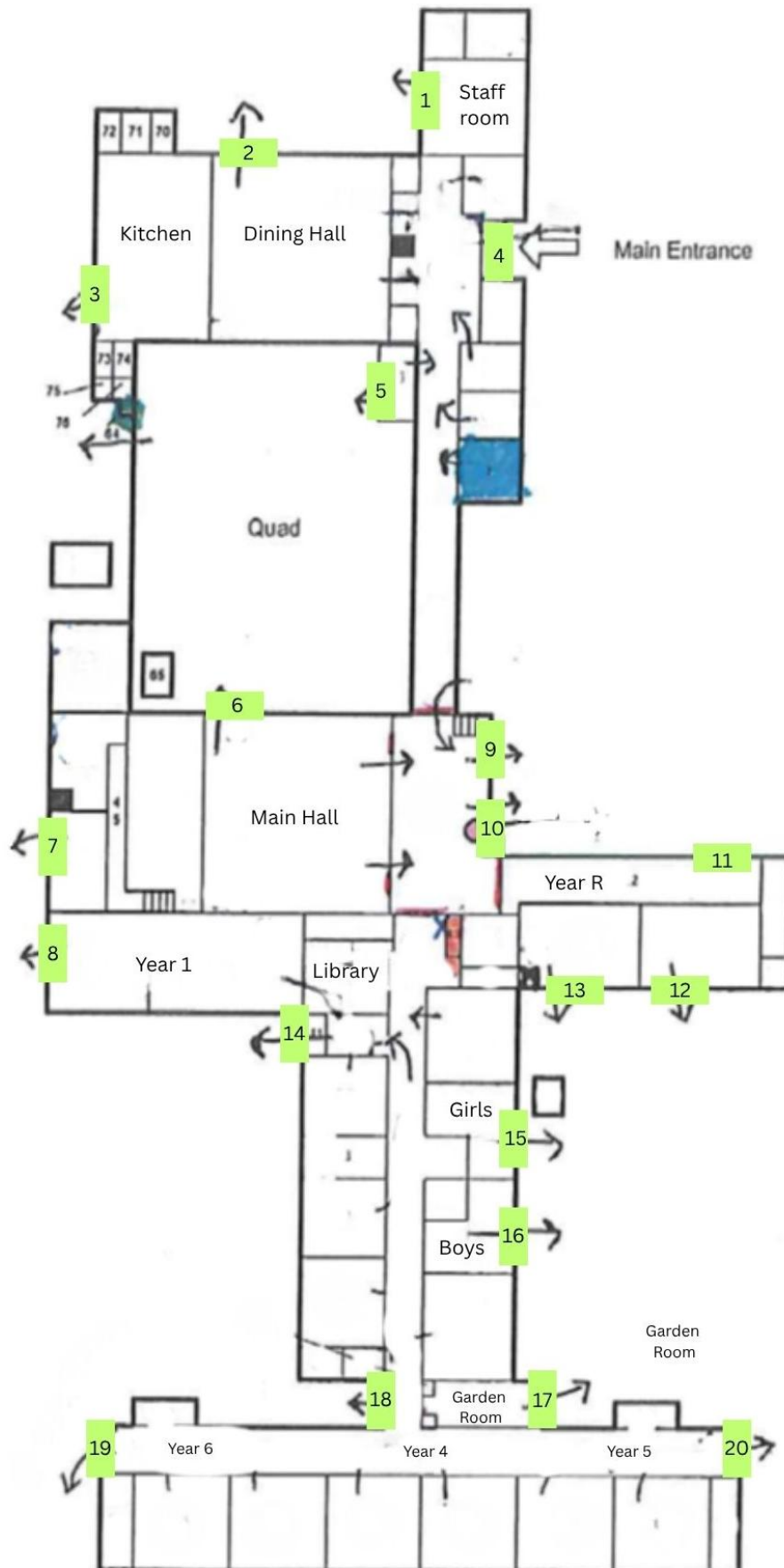


APPENDIX E – Fire Extinguisher Locations

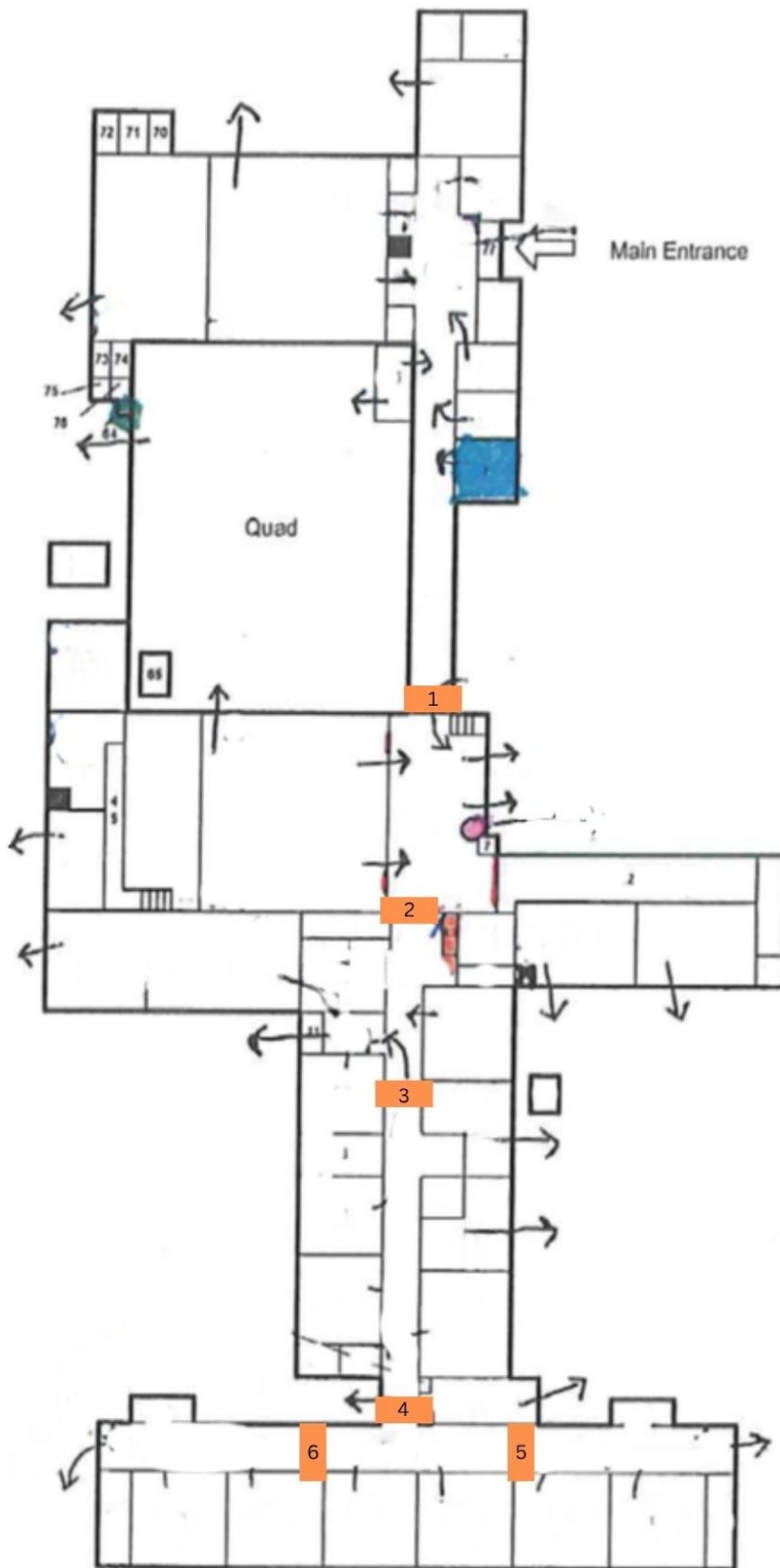
FIRE EXTINGUISHERS 2008/9



APPENDIX F – Building Access Points



APPENDIX G – Double doors to be secured in case of lockdown



APPENDIX H - Child Personal Emergency Plan (PEP) Template

Childrens Personal Emergency Procedure (PEP)

This Personal Emergency Evacuation Plan (PEP) has been developed to ensure that children who require assistance because of a physical, disabling, or medical condition, are safely evacuated, invacuated or locked down in the event of an emergency situation.

Name of individual	
School	
Room and floor	
Name of person completing form	
Date	
Reason identified for PEP	
Have the Access Team been contacted/involved? (this is likely to be needed if more permanent alterations are needed.)	
Control measures implemented (Including arrangements for raising the alarm)	
Equipment required and location	
Upon alarm activation, agreed evacuation, invacuation and lockdown process steps, including routes to final exits and re-entry/assembly point instructions. (Please add additional steps if you require them)	Step 1
	Step 2
	Step 3
	Step 4

Please identify the names and contact details of the nominated individuals from your team to act as “buddies” or evac chair/stair climber operatives where appropriate. The number of nominated persons will be dependent upon the child’s timetable and school staffing arrangements. Additional nominated person’s names should be added to the form where required.	1	Name:
		Location:
		Contact No:
	2	Name:
		Location:
		Contact No:
	3	Name:
		Location:
		Contact No:
Signed by Headteacher		
Signed by Parent/Guardian (if required)		
Date for review		
PEP shared with relevant staff and the building coordinator. (Name and signature, please add more space if required)	1	
	2	
	3	
	4	
Dates and details of any involvement with drills or practices (ideally this should be annually)		

This completed form should be reviewed periodically or if there are any changes to check that staff detailed above are still aware of their duties and procedures are still effective.			
Review Date		Name and Signature of Reviewer	
Review Date		Name and Signature of Reviewer	
Review Date		Name and Signature of Reviewer	
Review Date		Name and Signature of Reviewer	

	Monday	Tuesday	Wednesday	Thursday	Friday
Lesson					
Class/Teacher					
Nominated Person					
Break					
Lesson					
Class/Teacher					
Nominated Person					
Lunch					
Lesson					
Class/Teacher					
Nominated Person					
Break					
Lesson					
Class/Teacher					
Nominated Person					

APPENDIX I - Adult Personal Emergency Plan (PEP) Template

Personal Emergency Procedure (PEP)			
<i>Please tick the appropriate box</i>			
Member of staff	☐	Volunteer	☐ Member of the public
Name of individual:			
Room and floor:			
Name of person completing form:			
Date:			
Reason identified for PEP			
Control measure implemented			
Equipment required and location			
Upon alarm activation, agreed evacuation, invacuation and lockdown process steps, including routes to final exits and re-entry/assembly point instructions.	Step 1		
	Step 2		
	Step 3		
	Step 4		
Please identify the names and contact details of the nominated individuals from your Team to act as "buddies" or evac chair/stair climber operatives where appropriate. Please note that for FM managed buildings, Facilities Management staff are not be expected to assume these roles and responsibilities.	1	Name:	
		Phone no:	
	2	Name:	
		Phone no:	
	3	Name:	
		Phone no:	
Signed by individual			
Signed by Line Manager			
Date for review			
PEP shared with building fire coordinator.	Name:		
Dates of any involvement with planned fire drills or practice including comments.			

Control Guidance
Buddy System
Nominated staff identified by Line Managers from within teams/department to assist individuals as part of the tailored PEP. Duties may involve ➤ Alerting visual or audible impaired individuals that an alarm has been activated. ➤ Escorting and guiding mobile individuals to a place of safety using pre-determined routes and refuge points if available. ➤ Line Managers ensuring that an adequate number of "buddies" are allocated to cover all working hours and take into consideration sickness and leave cover.
Evacuation Chair /Stair Climber
➤ An evacuation chair is a non-powered piece of equipment designed to assist with the quick and safe removal of mobility impaired or injured individuals down stairs or steps in the event of an emergency evacuation. ➤ A stair-climber is a powered piece of equipment designed to carry individuals down stairs and up steps or stairs if required. ➤ It will be necessary to confirm that the equipment identified is suitable for the type and dimensions of stairs required to navigate. ➤ The individual will need to confirm and demonstrate that they are confident in their ability to self-transfer from their wheelchair to the required evacuation equipment. ➤ Stair-climbers are available that can accommodate both passenger and wheelchair. Confirmation will be necessary that the stair-climber is compatible with individual wheelchairs. ➤ Both types of equipment require a minimum of two trained staff to operate safely. ➤ Line Managers are responsible for arranging training for nominated, suitable staff from within their own teams/department. ➤ Line Managers will need to ensure that equipment is regularly serviced and that staff training is kept up to date and recorded, including regular practice sessions to ensure user confidence in both the equipment and evacuation routes.

APPENDIX J – Bomb Threat Checklist

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

1. Remain calm and talk to the caller
2. Note the caller's number if displayed on your phone
3. If the threat had been sent via email or social media, see section below
4. If you are able to, record the call
5. Write down the exact wording of the threat:

--

ASK THESE QUESTIONS AND RECORD ANSWERS AS ACCURATELY AS POSSIBLE:

Where exactly is the bomb right now?	
When is it going to explode?	
What does it look like?	
What does the bomb contain?	
How will it be detonated?	
Did you place the bomb? If not you, who did?	
What is your name?	
What is your address?	
What is your telephone number?	
Do you represent a group or are you acting alone?	
Why have you placed the bomb?	
Record time completed:	

INFORM SECURITY LEAD (HEADTEACHER)

Name of person informed:	
--------------------------	--

DIAL 999 AND INFORM POLICE

Time informed:	
----------------	--

This part should be completed once the caller has hung up and Police and Security Lead have been informed.

Date and time of call:	
Duration of call:	
The telephone number that received the call:	

About the caller:

Male or female	
Age	
Nationality	

Threat language:

- | | | |
|--------------------------------------|-------------------------------------|--------------------------------|
| ☐ Well spoken | ☐ Irrational | ☐ Taped |
| ☐ Foul | ☐ Incoherent | |

Caller's voice:

- | | | |
|--|------------------------------------|-----------------------------------|
| ☐ Calm | ☐ Slurred | ☐ Lisp |
| ☐ Crying | ☐ Excited | ☐ Rapid |
| ☐ Clearing throat | ☐ Stutter | ☐ Deep |
| ☐ Angry | ☐ Disguised | ☐ Laughter |
| ☐ Nasal | ☐ Slow | ☐ Hoarse |

☐ Familiar if so, who did it sound like?

☐ Accent if so, what accent?

Other (please specify)

--

Other sounds

- | | | |
|---|------------------------------------|--|
| ☐ Street noises | ☐ Clear | ☐ Music |
| ☐ House noises | ☐ Voices | ☐ Factory machinery |
| ☐ Animal noises | ☐ Static | ☐ Office machinery |
| ☐ Crockery | ☐ PA system | |
| ☐ Motor | ☐ Booth | |
| ☐ Other – please specify | | |
-

Remarks

--

Additional Notes

--

Signature	
Print Name	
Date	

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA

1. Do not reply to, forward or delete the message
2. If sent via email, note the address
3. If sent via social media, what application has been used and what is the username/ID?
4. Dial 999 and follow police guidance
5. Inform Security Lead immediately
6. Preserve all web log files for your organisation to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

SAVE AND PRINT – HAND COPY TO POLICE AND SECURITY LEAD

Retention period: 7 years