

1. Policy Statement

- 1.1 The safety of pupils, staff members and visitors on the premises is paramount, and Weaver Trust takes its duty to protect the wellbeing of these people very seriously.
- 1.2 The main priority is to prevent an emergency from occurring in the setting. However, this is sometimes, unfortunately, out of the hands of the school.
- 1.3 In any emergency, staff members at Weaver Trust will endeavour to take all reasonable actions in order to ensure the safety of pupils.
- 1.4 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.

2. Definitions

- 2.1 An evacuation is the orderly removal of pupils, staff and visitors from the school building; this can be as the result of a fire or incident within the building.
- 2.2 The term “invacuation” refers to the process of making staff aware of an emergency and moving pupils, staff and visitors to the most sheltered areas within the building. This procedure is employed if moving outside would increase the risk of harm to people, e.g. toxic fumes in the air.
- 2.3 “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. Invacuation / Lockdown

- 3.1 This procedure will be implemented as a sensible and proportionate response to any external or internal incident, which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors.
- 3.2 The Headteacher will ensure that all the staff members understand when and how this procedure will be implemented.
- 3.3 The Headteacher will take all factors into consideration when deciding to lockdown the school. Where possible, advice will be sought from the Emergency Services.
- 3.4 A partial lockdown may be used as a precautionary measure which puts the school in a state of readiness should a situation escalate. It will be used in the event of, but not limited to the following:
 - A local risk of air pollution
 - A civil disturbance in the local community with the potential to pose a risk to the school.
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- 3.5 The full lockdown procedure will be used in the event of, but not limited to:
 - An intruder on the school site
 - A major fire in the vicinity of the school

- The close proximity of a dangerous dog or other animal, roaming loose.

4. Lockdown / Invacuation Procedure

- Lockdown procedure will be signalled by 5 short bursts of the school bell.
- If at break time, students will proceed to their classrooms.
- If at lunch time, students will proceed to their classrooms
- If in lessons, children will remain in classrooms.
- Children in lessons outdoors will be escorted indoors to their classrooms.
- Children out of lessons must go into the nearest classroom and let the teacher know they are there.
- All staff/visitors not in a teaching area should go to the nearest enclosed room.
- Staff in teaching areas will lock all the doors and windows, close blinds and turn off lights-ensuring everyone is away from windows and doors.
- Stay inside until the all clear is given: this will be signalled by 3 short blasts of the school bell.
- If a continuous bell is sounded during the Lockdown, evacuate the buildings as normal.
- Stay calm and in control at all times.
- Common sense will prevail at all times!

5. Evacuation

- 5.1 Barnton Community Nursery and Primary School will carry out evacuation drill at least once a term in order to ensure pupils and staff members fully understand what is involved in the procedure and that it is implemented effectively.
- 5.2 In an emergency situation, such as a fire, the school's evacuation procedure will be implemented with the priority of getting everyone out of the school safely and calling the Emergency Services.
- 5.3 All staff members will have a copy of the evacuation procedure and will display a copy of evacuation routes in their classroom.
- 5.4 New staff members are advised of the evacuation procedures and given a written copy of the procedures for emergency evacuation and also the Lockdown Policy as part of their Health and Safety induction.
- 5.5 SLT and Site Team will act as fire wardens.
- 5.6 The Site Maintenance Officer has undertaken the appropriate fire awareness and fire warden training that meets regulations.
- 5.7 The Headteacher will ensure that all staff members are aware of the designated evacuation points.
- 5.8 The signal for the evacuation procedure to be implemented is the continuous sound of the fire alarm/school bell.

6. Emergency Evacuation Procedure

- Emergency evacuation will be signalled by a continuous bell.
- Staff should calmly and quickly instruct students to:
- Remain silent and calm to enable instructions to be heard.
- Leave all belongings where they are.
- Line up by the door.
- Follow them in silence and in an orderly manner on the left-hand side of the corridor to the nearest fire exit.
- The last person out of each room should close the door.
- If the nearest fire exit is unable to be used, staff will divert the group to the next nearest exit.
- Once out of the building the group should quickly make its way to the designated area and line up in the appropriate place.
- The register, provided by office staff, should be taken for each class, to ensure all children are out.
- Office staff will complete a register of adults, to ensure all are accounted for.
- The HT or SMO will ensure the building is clear.
- The all clear will be communicated by the site team and SLT - NOT by the cessation of the alarm.
- When the all clear has been communicated, staff will ensure an orderly and safe return to the building.

7. Communicating with Parents / Carers

- 7.1 Lockdown and evacuation procedures will be routinely shared with parents/carers either via newsletter or the school web site.
- 7.2 In the event of any of the procedures taking place due to a real emergency, parents/carers will be informed of any developments as soon as is practicable.
- 7.3 Parents/carers will be informed not to phone, or come into school, as this could interfere with the work of the Emergency Services, and may result in putting themselves and others in danger.
- 7.4 The school will contact parents/carers when it is safe for them to collect their child.
- 7.5 Whilst talking to parents/carers, it is important for the school to reassure them that they understand their concern for their child's welfare, and that the school is doing everything possible to ensure the safety and wellbeing of all pupils.

8. Monitoring and Review

- 8.1 Following an occurrence necessitating the evacuation procedure, the following actions may be taken:
 - A follow up talk with all staff members and pupils will be delivered by the Headteacher.
 - Support will be sought where necessary, such as counsellors.
 - Parents/carers and other stakeholders will be informed via letter.
 - The response to the crisis will be evaluated and procedures amended where necessary.

8.2 This policy will be reviewed on an annual basis, or sooner if statutory guidance is released before the review date.

8.3 The review will be conducted by the Headteacher in collaboration with the local Governors.

9.1 Site Staff and SLT

- SLT/SMO will make the decision regarding need for the lockdown process to be instigated.
- As soon as the alarm has been raised, the Bursar will inform the Emergency Services (not in the case of a drill).
- Mobile phones will be used for internal communication.
- Site staff and SLT will ensure the hall, toilets, corridors and playgrounds are cleared of children, staff and visitors.
- Office staff will remain in offices.
- The school will notify parents of the lockdown as soon as it is practical and safe to do so (not in the case of a drill).

Approved by:

Chair of Trust

CEO

Date:
