

The Fulbridge Academy



Invacuation Policy

Date approved:	June 2018
Date reviewed:	June 2019
Date of next review:	June 2021

The Fulbridge Academy **Invacuation Policy**

Aims of the policy

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

Rationale

As part of our Health and Safety policies and procedures the school has a Lockdown Policy.

On very rare occasions it may be necessary to seal off the school so that it can not be entered from the outside.

This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Notification of Lockdown

If recognising the situation calls for lockdown, the Headteacher/Deputy Headteacher (SLT member in charge in their absence) will authorise the lockdown procedure and staff will be notified immediately by setting the whole school alarm off which will sound intermittently (rather than continuous fire alarm blast). The Office staff will follow their emergency contact procedure.

Once the Police have been contacted the Academy will be guided by their advice on the procedure to follow.

This policy covers the procedures and personnel responsibilities if and when the school is required to go into lockdown. Copies of this policy will be disseminated throughout school. A copy of the policy will also be kept in the school office.

Intruder Procedures

All visitors to the school must first register at the school office to receive a "Visitor's Sticker" which is to be worn and clearly displayed during the entirety of their visit. Any visitors without the school identification are intruders and can be asked to leave the school premises and property immediately.

- When alerted to the presence of an intruder, use more than one staff member
- Ask a third Staff member who is not involved to notify the office.
- Attempt to direct the intruder to the car park. Use casual conversation and/or body language to calmly direct the situation.

- If the intruder refuses to cooperate, do not escalate the situation. Leave and contact the Principal/Vice Principals to have the police called.
- If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon. At this point back away slowly and leave the area and as soon as is safe to do so report the situation to the Principal/Vice Principals, to have the police called immediately.

Notification of Lockdown

Procedures

- Office Manager will sound the intermittent alarm to activate a process of the children being ushered into the school building if on the grounds as quickly as possible and the locking of the doors and windows with any blinds pulled down wherever possible. Pupils and staff will remain in these rooms until the all clear is given.
- Staff are to position pupils and themselves in the most non-visible positions, away from possible sightliness from external windows/doors.
- Lights, smart boards and computer monitors to be turned off, or put on to standby.
- Children, staff or visitors not in class for any reason will proceed to the nearest occupied classroom and remain with the class and class teacher.
- Staff to support children in keeping calm and quiet. There must be insistence for all adults and children to remain quiet.
- Outside PE/PA groups to make their way to the back wall by Mount Fulbridge opposite Geppetto's hut.
- Inside PE/PA groups to shut themselves in the halls.
- No one is to use a mobile phone or internet.
- No one is to answer the door under any circumstances.
- Staff to remain in lockdown positions until informed by the Principal/Vice-Principal that it is 'all clear'.
- After lockdown has been cleared all staff and children to return to their base classroom and conduct a full register and inform immediately of any pupils not accounted for. Visitors will be asked by the staff member they are with, to report to the office, for the office manager to account for anyone signed into the school premises.

Staff Roles

- Office staff will remain in their office. Ring the Police stating, "This is Fulbridge Academy, Keeton Road, Peterborough, PE13JQ. We are in a lockdown situation."
- Office staff lock the front door and close the blinds and lock entrance to the school and then the Site Manager (if on site) / Principal conduct a perimeter check ensuring all entrance doors are locked and then returns to the school office, if safe. Vice-Principal to complete this role if Site manager and Principal are not in school.
- Kitchen staff/ Teachers / HLTAs / TAs lock / close classroom doors/) and windows.

Communication with parents

On the very rare occasion a lockdown is called, Fulbridge Academy will endeavour to carry out the policy as set. Please be assured in the event of a lockdown that the overriding

consideration for the school is the safety and well-being of your children and school personnel.

If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network.

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.

Pupils will NOT be released to parents during a lockdown.

Parents will be asked NOT to call school as this may tie up emergency lines.

Parents and relatives of staff are asked not to expect a call from their child/staff nor should they call personal mobiles, as the lock down situation requires silence in order not to alert an intruder to the presence of pupils and Staff in school.

If the end of the day is extended due to a lockdown, parents will be notified when and where to collect their children.

A letter will be released to parents from the school after the event, explaining the reason for the lockdown procedure, also asking parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills

Lockdown practices will take place once a year with staff and children to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made. Posters will be displayed around school so all staff and visitors within school are aware of the different sounds and what they symbolise.