

**Fulbridge Academy**



## **Invacuation Policy**

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## 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 monitor and manage a potentially dangerous situation.

As part of our Health and Safety policies and procedures the school has a Lockdown/ Invacuation Policy. On very rare occasions it may be necessary to seal off the school so that it cannot 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 to cause harm/damage.

### Intruder Procedures

All visitors to the school must register at the school office using the 'Sign In' system to receive a name badge and lanyard which is to be worn and clearly displayed during the entirety of their visit. Any visitors without school identification are intruders and can be asked to leave 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. One staff member leaves and contacts the Head of School/ SLT to have the police called. Where required, another staff member will be called to observe the intruder from a safe distance.
- 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 it is safe to do so report the situation to the Head of School/ SLT to have the police called immediately.
- **Do not put yourself at any greater risk and withdraw if possible.**

### Lockdown Procedures

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.

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

- The Office Manager will sound the intermittent alarm to activate a process of the children being ushered into the school building if they are outside 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 otherwise advised.
- Staff are to position pupils and themselves in the most non-visible positions, away from possible sightlines 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.
- Forest school group to gather in outdoor classroom or DT classroom.
- Outside PE groups to make their way to Forest School, outdoor classroom or DT classroom.
- Inside PE/PA groups to shut themselves in the halls.
- No one is to answer the door under any circumstances.
- Staff to remain in lockdown positions until informed by the Head of School/ SLT that it is 'all clear'.
- After lockdown has been cleared all staff and children 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 staff 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 the entrance to the school and then the Site Manager/ Team and Head of School conduct a perimeter check ensuring all entrance doors are locked and then return to the school office, if safe.
- Teachers and Support Staff / close classroom doors and windows.

### Communications

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 communication network (MCAS parent app).

### 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 be debriefed to staff.