

# Invacuation Policy Lockdown Procedure

Approved by: Headteacher

Date: September 2025

Review date: September 2026



## Rationale

As part of our Health and Safety policies and procedures the school has an 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.

**Invacuation** = confining people within school due to an emergency situation. Depending on the situation two types of invacuation may take place. These are as follows:

### **Perimeter Building Lock Down**

Staff and pupils must remain in the school building and all doors leading outside must be locked and external gates (if safe to do so). No-one can be allowed to enter or leave the building or walk around school (except for SLT and office staff). Teaching and learning may be able to continue (depending on circumstances). The threat could be internal school grounds or external.

The external school bell will be three short rings of the bell (1 second each) to signal a start and one long ring of the bell (10 seconds) to end.

### **Notification of Full Lockdown**

Staff will be notified that lock down procedures are to take place immediately on hearing **five** short rings of the bell (1 second each) of the school bell and one long ring of the bell (10 seconds) to end the lockdown.

### **Procedures:**

The Lock Down bells will activate a process of children being ushered into the school building as quickly as possible and all children and staff not in a classroom returning to their classroom base/secure location (or going to the nearest secure location if there is a reason for this). Please note if your class is in the hall, please stay in there and secure the hall.

Follow the **CLOSE** procedure:

#### **C**lose all windows and doors

- On classroom doors use door wedges and pull furniture in front of doors to increase security. Close blinds or cover glass with paper (if necessary).

#### **L**ock up

- Ensure all outside doors are locked.

#### **O**ut of sight and minimise movement

- children to quietly move to the classes' secure location point in school. These location points are away from possible sightlines from external windows/doors. Lights, smart boards and computer monitors to be turned off.
- Mobile phones and other technology will be put on silent mode.
- Once the bells ring, staff will use mobile phones for communication. Staff will email the 'Lockdown' distribution list and give the exact number of pupils present, names of staff that are present, name any pupils or staff members attached to a class that are missing from their location point but present in school. Also, the name any extra adults including visitors or children who have joined your location point.
- E.g. 2KB –28 children, Fiona Widdows and Michaela Rider present. Not sure where Kara Thompson is.

#### **S**tay silent and avoid drawing attention

#### **E**ndure. F

- Be aware you may be in lock down for some time. It may be appropriate for yourself and children to whisper.
- Please practise games and activities that can be played in this way e.g. a basket of books for silent reading, Chinese Whispers, Eye Spy.
- Staff to remain in lock down positions until informed by key staff e.g. Senior Leadership Team, Caretaker or Office Staff either in person or by bell.

### Secure Locations:

| Classes and Workspaces                                                                                            | Secure Location                                                    |
|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Nursery                                                                                                           | Nursery corridor no further than the utility room                  |
| Reception                                                                                                         | RAP carpet, book corner, cloakroom carpet area                     |
| Year 1 and Library                                                                                                | Corridor (behind the painting easel up to 1AD)                     |
| Year 2, Year 3, Art room and SALT and SENCO offices                                                               | Small hall                                                         |
| 5NP and The Bridge                                                                                                | World map corridor                                                 |
| Year 4                                                                                                            | Year 4 cloakroom (Ensure room 2's blinds are down)                 |
| 5LK                                                                                                               | In the corridor between the Art room and 3FW's door                |
| Year 6 and KS2 intervention rooms                                                                                 | Upper KS2 corridor and the jungle corridor (Not in front of doors) |
| Main office and all other offices in the entrance corridor, Jacqui, Keeley, Aston, Paul, Sadie, Emily and Heather | Headteacher's office                                               |
| Any Class in the large or Small Hall                                                                              | Small Hall                                                         |
| The cabin                                                                                                         | Cabin corridor, kitchen and toilets                                |
| Rufus                                                                                                             | Rufus to stay with the class or adult he is with.                  |
| The Hive                                                                                                          | Sensory room                                                       |

### Staff Roles:

| Staff members                                                                                                                                                                                | Full Lockdown                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Office staff                                                                                                                                                                                 | Initiate lockdown procedure.<br>Call emergency services if necessary (Kiera or Aimee).<br>Ring bell for a perimeter or full lockdown (Mandy).<br>Contact LA Emergency Planning Team (01484 221000) |
| Caretaker or SLT if Caretaker not on site                                                                                                                                                    | Check and lock front doors.<br>Check and lock all external doors if safe to do so.<br>Check and lock outside gates if safe to do so.                                                               |
| Reception-Heather M and Steph<br>KS1 and Library-Amber B/Kara and Lauren H<br>LKS2-Catherine B and Debbie<br>5NP external door-Izabella and Natalie<br>Staffroom external door and staffroom | Check and lock KS corridor doors if safe to do so.                                                                                                                                                 |

|                                                              |                                                                                                                                   |
|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>window- Heather T and Keeley<br/>UKS2- Vikki and Adam</b> |                                                                                                                                   |
| <b>Emily S and Year 6 staff</b>                              | Shut the blinds in room 1 and 2                                                                                                   |
| <b>Lee and Aston</b>                                         | Hall windows                                                                                                                      |
| <b>Kiera Austin (or Aimee Stamp if Kiera is absent)</b>      | Receive calls from staff about numbers.<br>Inform SLT of any missing children.                                                    |
| <b>Teachers/TAs</b>                                          | Ensure classroom doors (internal and external), windows and blinds are closed and locked.<br>Use a wedge/furniture/ if necessary. |
| <b>Kitchen staff</b>                                         | Lock the outside door and remain in the kitchen office.                                                                           |
| <b>SLT</b>                                                   | Check on progress with emergency services (Sadie).<br>Keep staff updated (Emily and Heather)<br>Notify parents (Heather or Sade)  |

No one should evacuate the building unless notified by SLT to do so. If an evacuation is signalled by SLT then all adults and children should move safely to:

**Name:** Sharp Lane Primary School

**Type of venue:** Primary School

**Contact name and number:** Mrs R White-0113 3783060

If necessary, parents will be notified as soon as it is practical to do so via Arbor

**Clapgate Primary School is in full lockdown. During this time there will be no staff members in the office and external doors will be locked. Nobody will be allowed in or out of the building. Please do not call the school and block emergency lines. We will keep you updated about the situation.**

Parents will be informed after a lockdown practice with the following text:

**Today we have held our annual invacuation practice in which all children and staff practice staying safe inside the school building for a short period of time. The children behaved fantastically, and we feel confident that if we had to go into an actual lock down our approach would keep children safe in school.**

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 lock down.

Parents will be asked not to call school as this may block emergency lines.

If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Educational Visits and Residentials**

Staff and children on educational visits will use the government recommended 'Run, Hide, Tell' strategy if they come under threat.

## Lock Down

 **RUN**  
 **HIDE**  
 **TELL**

**You must:**

**RUN** - to a place of safety. This is a better option than to surrender or negotiate. If there's nowhere to go, then...

**HIDE** - Turn your phone to silent and turn off vibrate. Barricade yourself in if you can.

**TELL** - the police by calling 999 when it is safe to do so.

## Plan

**FOLLOW & SHARE** updates from @metpoliceuk



| Management and Control     |                                                                                         |
|----------------------------|-----------------------------------------------------------------------------------------|
| Nominated Person           | Responsibility                                                                          |
| Office Staff               | Initial contact with the emergency services & LA Emergency Planning Team (01484 221000) |
| Kiera Austin & Aimee Stamp | Pupils on roll and staff accounted for                                                  |
| Teachers/TAs               | Pupil Control                                                                           |

| Signals              |                                                                                                                                                  |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Signals for Lockdown | <b>Perimeter lockdown</b> - three short rings of the bell (1 second each)<br><b>Full Lockdown</b> - five short rings of the bell (1 second each) |
| Signal for all-clear | One long ring of the bell (10 seconds)                                                                                                           |

| Lockdown                   |                                                                     |
|----------------------------|---------------------------------------------------------------------|
| Specified assembly points  | Classroom, Corridors, Offices, School Hall                          |
| Entrance points            | Main School Entrance                                                |
| Communication arrangements | Telephone System<br>Staff Mobile Phones<br>Arbor- SLT to send email |
| Notes                      |                                                                     |

Date: 4/2/21

Governor Ratification: Date: \_\_\_\_\_ Signed: \_\_\_\_\_ Name: \_\_\_\_\_

To be reviewed September 2026