

## Wroughton Junior School

### Guidance for 'Lockdown' or 'Invacuation' January 2020.

In rare circumstances, there may be a need to ensure that children and adults are 'invacuated' into the building and kept inside for a given amount of time. The aim of 'invacuation' is to ensure the physical safety of adults and children but also to protect their mental and emotional wellbeing by preventing them from witnessing an event or incident which may cause worry or distress.

The reasons for ensuring staff and pupils remain in the building are wide and varied but could include:

- A fire in the local vicinity leading to toxic smoke in the atmosphere
- Noxious fumes in the area due to chemical or gas leak
- A medical emergency outside
- Dangerous weather
- A structural building issue affecting the outside areas
- A potentially dangerous animal in the school grounds
- A serious incident between children in the school grounds
- A helicopter requiring to land in the school grounds
- An altercation between adults on the school premises
- An incident affecting the safety of pupils at the Ridgeway School leading to 'lockdown' there
- A person who represents a threat to safety attempting to gain unauthorised access to the premises

Identified key risk times:

- Playtimes / lunchtimes
- Start / end of day (including breakfast club)
- 'Open' times – parents on site, assemblies, productions, fayres, sports day
- PPA release for class teachers
- Swimming (in this case, Office will alert via mobile phone with instruction to stay at pool until notified otherwise)

Who can call 'invacuation'?

- All staff are considered leaders in the school and are responsible for the safeguarding of pupils and adults. Therefore, any staff member can call an 'invacuation' if they deem it necessary and appropriate.

How is an 'invacuation' signalled?

- From inside the building, an alarm will sound which consists of 5/6 repeated bell rings. A member of staff will then ensure that anyone outside is alerted through 5 loud whistles and agreed code word.
- From outside the building, 5 loud whistles will blow and then immediately the agreed code word with location will be sent to the Office so that the alarm can be activated.

Immediate responses:

- Always assume 5 alarm/whistles to be genuine and act immediately and in full. It is easier to scale action back rather than up.
- Stay calm and insist that others do so too.
- If outside, adults are to ensure children enter the building immediately in a calm manner. They do not line up but go straight in through the nearest available door and proceed immediately to their classroom. Adults inside the building are to assist with this process. The last adult entering the building is responsible for ensuring the outside door is securely shut.

- If a child refuses to come inside, assume that the risk of harm to them staying outside outweighs that which might occur by physically escorting them inside. Act accordingly to get the child inside.
- If inside, staff to get children to their classroom (this includes if pupils are out of class as part of PPA or intervention).
- Y3/4 TAs to check Y3/4 outside door, lockers and toilets. Y5 TAs to check Y5 door, lockers and toilets; Y5/6 TAs upstairs to check music room, lockers, Hive.
- Computing Suite is regarded as a classroom and children should stay in the room if the alarm sounds.
- Office Staff/Heads of School/Executive Head teacher to decide if call to police/emergency services is warranted. If so, call 999.
- Ideally, children and staff in the Hall or Library would return to class immediately. However, this decision should be guided by an assessment of risk at the time. If it is safer to stay, ensure curtains/blinds are closed, external doors are securely shut and children are on floor away from the windows.
- Heads of School/Executive Head are responsible for securing the Hall and Library doors and windows. In their absence, HLTAs are responsible for this.
- Office staff are responsible for securing front doors and staff toilets. Office staff to phone bungalow and issue code word so that bungalow can action invacuation procedures (secure doors and windows, close blinds/curtains, remain on the floor). Office staff can communicate to classrooms once missing children accounted for.
- Office staff to alert Ridgeway office with agreed code word that invacuation has been called.
- Caretaker is responsible for securing kitchen door if kitchen staff are not present.
- Caretaker is responsible for securing workshop door.
- Heads of school to 'sweep' the building. Office staff and Heads are responsible for locating missing adults and children once reported to the Office.

#### When in class:

- Class teachers are responsible for children staying in class and carrying out a head count. To avoid jamming the internal phone system, only report by exception: i.e if a child or adult is missing or if there are extra children in the classroom. If a classroom has an external door, teacher must ensure this is shut once pupils have entered from outside.
- Class teacher to secure door by locking. Do this in a way so as not alarm the children. Ensure windows are closed and blinds are shut. Cover classroom door window with a piece of paper invite children to sit on the floor with teacher for 'story' – this will ensure calm and quiet.
- Await further instructions.
- When appropriate, further information will be delivered for staff to act upon. For example: 'potentially dangerous animal is loose on playground, unlock classroom door, carry on as normal but ensure windows and blinds stay closed'.
- Ignore fire alarm unless smoke or flames are evident. At which point, carrying out an assessment of risk and act accordingly.
- Ignore other alarms.

#### End of Invacuation:

- Notification of end of invacuation will be issued personally to each class/area. Ensure that voice delivering message identifies itself and is familiar.

***This guidance in to be reviewed in : July 2020***

## **If 'Invacuation' alarm sounds:**

- You will be alerted by 5 alarm bells or 5 loud whistles if outside
- Immediately proceed to classroom
- Secure door
- Carry out head count
- Ensure children are seated on floor for story time
- Close windows and blinds
- Notify Office if there are children/adults extra or missing
- Await further instructions
- If you called the invacuation you must provide the office with as much detail as possible
- Office to contact:

**Police / Emergency Services tel. 999**

**Swindon Borough Council (SBC) Security tel.**

**01793 464703**

