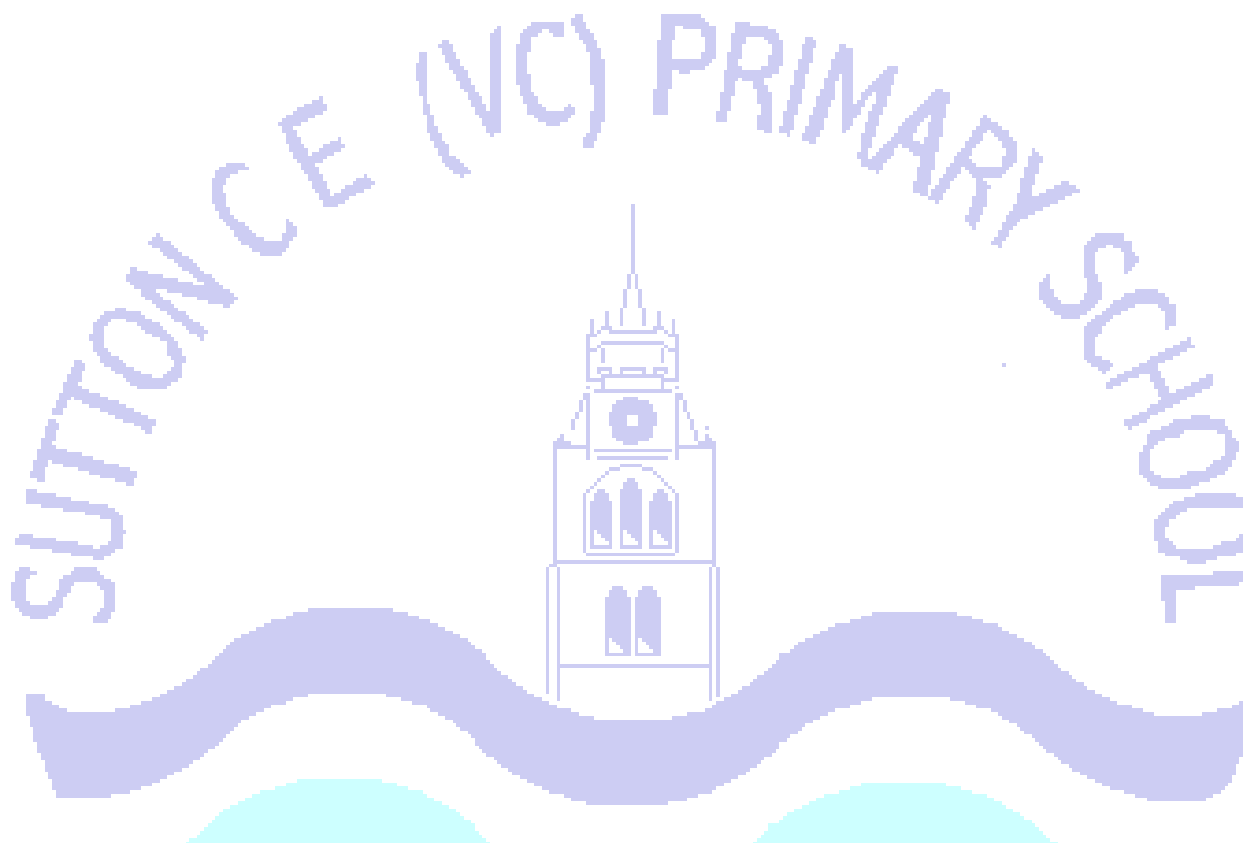




Sutton CE (VC) Primary School

Invacuation Procedure Policy

April 2023



There may be circumstances where a school needs to lock itself in, to secure staff and children from an outside threat. This is described as an 'invacuation'.

If an invacuation is declared:

- Headteacher (HT) / Deputy Headteacher (DHT) or office staff will be advised to implement the invacuation procedure
- Staff will be advised by HT/DHT/office staff that the invacuation procedure has been initiated by word-of-mouth, or continuous blasts of whistle if it is safe to do so.
- A radio message of "This is a Code Blue" will be transmitted and that everyone is to be inside until the "all clear" signal has been issued.
- All staff to confirm their name, the name of accompanying adults and the class/pupils they are supervising over radio. Should no response be received from an individual, a staff member within each block will be requested to look to see if they are in close proximity to their own location.
- If any pupils or staff are off-site at the time of the invacuation (eg trips, sport etc) the school office will contact them and tell them not to return to school until the all clear has been given by the emergency services.
- Office staff will record on an invacuation sheet when staff confirm over the radio that they are secure in the building.
- All radio communications should be kept to a minimum with short messages in a calm and light tone
- Staff to complete head count as soon as possible and notify HT/DHT/office staff if a child is missing via radio
- All staff will remain in classrooms, keeping children calm and away from windows
- All children in external PE lessons or who are outside will be advised to return to the school building via the nearest entry point as quickly as possible in an orderly manner
- All external doors to the school will then be locked, starting with main entrances

Follow the **CLOSE** procedure:

- Close all windows and doors
- Lock up – using the key in the emergency boxes
- Out of sight; minimise movement, closing blinds if deemed necessary and seating children on the carpet
- Stay silent and avoid drawing attention
- Endure; be aware you may be invacuated for some time

Monitoring the Site Entrances:

Once the site is secure, staff should remain in the building and monitor entrances discretely from side windows. Staff should only open doors and gates when visual confirmation of the presence of the Emergency Services can be confirmed.

If appropriate, parents will be informed through an electronic message sent out via Pupil Asset and ClassDojo:

Date:

School has been/was invacuated due to and doors were locked, nobody is allowed in or out of the building.

Or

Date:

School has practiced our invacuation procedure today and doors were locked, nobody was allowed in or out of the building.