

Falcons Primary School



FALCONS
PRIMARY SCHOOL

Invacuation and Lockdown Policy & Procedure

School Vision and Ethos Statement

We encourage all members of the Falcons Community to respect one another, to know that everyone has an important part to play in making the school as good as it can be, to take responsibility and be responsible, to strive for excellence and to try one's best in everything we do.

Our vision for Falcons Primary School is to be recognised as a school that values uniqueness, where children are provided with the skills to enable them to become:

- * successful learners
- * responsible citizens
- * creative thinkers and
- * reflective individuals.

SIKH ETHOS

The school draws on the teaching of the Sikh faith and is committed to providing not only an academic education, but one that will also encompass an underlying message of unity, equality and respect. High morals, discipline, love, compassion and selfless service towards all regardless of faith, gender or colour. Falcon School will embrace a universal, inclusive approach to spirituality.

AIMS

To achieve our vision, we aim for all pupils, staff, governors and parents to:

- Work in unity to make Falcons School a welcoming, stimulating and successful school. Encourage good manners, self-discipline and the desire to be enthusiastic learners who grow into forward thinking responsible citizens who respect, value and care for themselves and others.
- Provide an ethos with clear boundaries and expectations, enabling all children to succeed and to reach their full potential confidently, in a safe and supportive environment.
- Become excellent lifelong learners who are independent and prepared for the wider world and aim high to achieve aspirational goals.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Terrorism (Protection of Premises) Act 2025
- DfE (2014) *Fire safety in new and existing school buildings*
- DfE (2022) *Health and safety: responsibilities and duties for schools*
- DfE (2023) *School and college security*
- DfE (2023) *Emergency planning and response for education, childcare and children's social care settings*
- DfE (2025) *Protective security and preparedness for education settings*

2. Definitions

Invacuation

The process of making staff aware of an emergency and moving pupils, staff and visitors to the safest areas *inside* the building when going outside would increase the risk of harm (e.g. toxic fumes, air pollution, nearby incident, or external threat).

Lockdown

The process of securing the site and buildings, locking doors and windows and taking immediate shelter in a secure location in response to an internal or external security threat.

3. Roles and Responsibilities

Senior Leadership Team (Headteacher and Deputy Headteacher)

- Assess the situation and determine whether invacuation, partial lockdown or full lockdown is required
- Act as the control point (school office/reception)
- Activate emergency messages and alarms
- Contact emergency services and maintain communication
- Allocate staff roles during the incident

- Provide regular updates to staff where possible
- Declare the 'all clear' when safe to do so
- Ensure post-incident support and review

Office Staff

- Support SLT at the control point
- Activate pre-recorded messages when instructed via call point with the key.
- Maintain communication with classrooms via phone, radio or runners depending on the risk
- Keep a record of attendance and missing persons
- Liaise with emergency services if required

Premises Officer

- Secure all external doors, gates and access points
- Lock automatic entrance doors
- Switch off ventilation systems if required
- Maintain communication with the control point

In the absence of Premises officer, this role will be fulfilled by a member of Senior Leadership Team.

Teaching and Support Staff

- Act immediately on hearing alerts
- Maintain supervision and safeguarding of pupils
- Conduct registers/headcounts and report concerns promptly
- Reassure pupils and maintain calm
- Follow instructions from SLT and emergency services

4. Invacuation Procedure

4.1 Purpose

The aim of Invacuation is to protect life by keeping pupils, staff and visitors safely inside the building away from external danger.

Invacuation may be used in situations including: - External fire or smoke plume - Chemical spill or suspected gas leak - Air pollution - Dangerous individuals or animals in the vicinity

4.2 Signal

The Invacuation procedure will be signalled via the call points in the building, the following message will be heard and a siren.

"An Incident has been reported in the building, please wait for the further instructions"
(Repeated twice)

4.3 Actions

1. SLT will raise the alert immediately once a concern is identified.
2. Pupils, staff and visitors outside will move quickly and calmly to the nearest safe entrance.
3. Staff in nearby buildings will signal pupils to come inside immediately.
4. Once inside, all external doors and windows will be closed and locked by staff present.
5. Ventilation and air circulation systems will be switched off where sheltering from environmental hazards.
6. All classrooms, offices and halls are designated as *safe rooms*.
7. Pupils will be instructed to remain away from windows and doors.
8. Staff will conduct registers/headcounts and report any missing or injured persons to the control point.
9. Main entrances and gates may be locked if required.
10. Communication between staff will be maintained using radios or mobile phones.
11. Office staff will maintain contact with emergency services.
12. Everyone will remain inside until the 'all clear' is given by SLT or emergency services.

4.4 Post-Invacuation

- Pupils will return to their normal timetable once safe.
- Parents/carers will be informed as appropriate.
- Support, including counselling, will be provided where necessary.
- The incident and response will be reviewed and procedures amended if required.

5. Lockdown Procedure

5.1 Purpose

Lockdown is a sensible and proportionate response to incidents that may pose a serious risk to safety and wellbeing.

5.2 Types of Lockdown

Partial Lockdown – a precautionary measure placing the school in a state of readiness, e.g.: - Civil disturbance nearby - Police activity in the local area

Full Lockdown – implemented when there is an immediate threat, e.g.: - Intruder on site - Dangerous animal nearby - Armed or hostile incident

5.3 Signal

The lockdown procedure will be signalled via the call points in the building, the following message will be heard and a siren.

"An Incident has been reported in the building, please wait for the further instructions"
(Continuous)

5.4 Actions

1. Pupils remain in their classroom or are guided to the nearest safe room.
2. Toilets, corridors, halls and outdoor areas are cleared.
3. External and internal doors and windows are locked by staff present.
4. Registers/headcounts are taken and reported immediately by teacher or teaching assistant.
5. Staff maintain supervision of pupils at all times.
6. Movement during partial lockdown may occur under staff supervision.
7. During full lockdown, pupils may be instructed to:
 - Hide or disperse within rooms
 - Take cover under tables
 - Sit against walls away from doors and windows
8. Furniture may be used to block access points.
9. Curtains/blinds are drawn and lights/screens turned off.
10. Everyone remains quiet and out of sight.
11. Main gates (vehicular and pedestrian) are secured.
12. SLT conducts ongoing risk assessment with emergency services.
13. Pupils and staff are made aware of exit routes should evacuation become necessary.

5.5 Communication and Parent Contact

- Parents will be notified as soon as it is safe and practicable.
- Pupils will not be released during a lockdown.
- A continuous fire alarm will indicate evacuation if required.

6. All Clear

An 'all clear' will only be given by SLT or emergency services and will include a recognised coded message known to staff.

7. Training and Drills

- Evacuation and lockdown procedures will be shared with all staff.
- Lockdown drills will take place at least once per year.
- Procedures will be adapted appropriately for pupils with SEND.

8. Review

This policy will be reviewed biannually or following a serious incident to ensure it remains effective and compliant.