



Leeds East
Primary Partnership
A CO-OPERATIVE TRUST

Cross Gates
Primary School

Policy and Procedure

Cross Gates Primary School

Invacuation/Lockdown Policy

Written by: James Garden

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Reviewed: Sept 2020

Review Date: Sept 2022

At Cross Gates Primary School we are committed to safeguarding and promoting the wellbeing of all children, and expect our staff and volunteers to share this commitment.

Rationale


The aim of this document is to clearly outline the policy, practices and approaches that are used throughout the school. Staff should seek clarification from a member of SLT or the Headteacher if they are unsure about any of the strategies set out.


The purpose of this policy is to set out clearly for all stakeholders, the process that will take place should an Invacuation/Lockdown be required.

Legal Requirements

Under Section 3 of the Health and Safety at Work Act, 1974 and in Common Law, schools and other education settings owe a duty of care towards their pupils. This duty of care requires that all reasonable steps are taken to ensure that pupils are safe and remain within the care of the school at all times throughout the school day.

Flow Chart of steps to follow in the event of an Invacuation/Lockdown

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- Any member of staff may have to raise the alarm and make an initial appraisal, then inform the Headteacher of the possible need to exercise an Invacuation/Lockdown.
 - The Headteacher to liaise with the business manager of the need to initiate lockdown procedure. The warning switch is located in the main school office.
 - A warning bell will be given to all children and adults on the school site that an Invacuation/Lockdown has been initiated. This will remain activated until the Headteacher or police turn it off.
 - All children to come in to school through the nearest door from the playground. Depending on the incident/threat some children may need to come in to school through external classroom doors or find another entrance.
 - Any child or adult who is already in school will remain in their existing room; this may not necessarily be their classroom (eg, intervention/nurture/computer room) and follow the rules below.
 - All teachers to complete a head count in class, close classroom door, close classroom blinds, close the exit door, turn off lights, stay away from windows and position children away from windows and under tables against a solid wall if required (BELT).

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- Headteacher to assess type and level of threat after all relevant information is collated, and then phone the police if required.
 - Headteacher to follow advice of emergency services.
 - Consideration to be taken whether the external access points need to be blocked off using school furniture.
 - No staff to leave the school building whilst a full Invacuation-Lockdown is in progress.
 - Headteacher to brief police with clear and accurate on-going information to assist their enquiries.
 - At all times staff must be aware of the situation, to be able to encourage the children and keep them calm.
 - It may be necessary to move all children in to the centre of the school depending on the incident/threat. This would mean using the main hall/dining room. The Headteacher will make this decision if necessary.
 - Headteacher will contact parents/carers if required.
 - In the absence of the Headteacher the designated person responsible will be the deputy Headteacher, then the most experienced senior member of staff on site. This person will contact the Headteacher via mobile phone immediately when an incident occurs.
 - When incident/threat is over, give the all clear and take steps to return to normal school operations.
 - A written report to be filed on the incident for future evaluation/review.
 - Set date for Invacuation/Lockdown evaluation and review meeting to identify lessons learnt.
 - **Remember school may need future external support after such event.**