



# Bishop Bridgeman Church of England Primary School

## Invacuation Policy

School recognises that, within its Emergency Procedures, a plan needs to be made to help combat a threat to children and staff which occurs whilst they are outside of the school building, but in the school grounds.

This policy sets out the school's response to such an emergency but recognises that it is impossible to legislate for every possible scenario so as to protect 100% of the children and staff 100% of the time. The policy, therefore, will need to be kept under constant review to reflect changing circumstances and experience.

The policy applies at all times of the day and must therefore be shared with every member of staff.

### Calmness is the key

It is vital that the policy and its implementation, does not lead to a panic mentality. Children should be encouraged to treat any emergency with the utmost calm and follow the guidelines with common sense. They need to be taught how to respond through practice as well as through talk.

### Threats

There are a number of possible situations that could be seen as a threat and therefore demand a response.

1. An animal wandering into the school grounds.
2. A stranger (adult/youth) who enters or attempts to enter the school grounds.
3. An object thrown into the school grounds from outside.
4. The collapse of a tree, wall or fence etc.

### Response

1. Whenever a group of children is outside there will always be at least one adult with them.
2. In the event of a threat arising it is the responsibility of the adult(s) with them to get the children into the building as quickly and as sensibly as possible through one of the designated entrances.
3. Once the children are in school a number of steps need to be followed:

- a. Notify the HT or the School Office or the Teacher on lunch-time duty that there is an emergency;
- b. The person notified will then ring the school bell continuously until he/she is notified that all children are safe in school.
- c. Close all doors and if necessary lower shutters;
- d. Take a head count and check it against the number on the class register or the dinner time sheet and notify the HT/Office/Teacher on duty that all children are accounted for;
- e. Staff who are not with their own group of children at the time of an alarm sounding should return immediately to their classroom and resume responsibility for their children.
- f. Await further instructions.

### Raising the Alarm

It is important that all people on site at the time of an emergency know that they need to respond at the earliest opportunity.

We have agreed that children will be brought into school on hearing the sound of a continuous ringing of the school bell.

*(This element of the policy will need to be reviewed in the longer term to ensure a standardised alarm system is in place.)*

### Entrances

Bearing in mind the need to ensure that the school building is secure from strangers who may wander in at any time, we need also to ensure that there are sufficient entrances which may be used in the event of an emergency.

Five entrances have been designated for this purpose:

1. The cloakroom entrance for Year 2.
2. The corridor entrance for Year 3.
3. The Classroom entrance for Year 1.
4. The Classroom entrance for Reception.
5. The entrance next to the staffroom/community room.

This will of course mean that staff out on duty at any given time would need to keep an eye on those entrances.

Review Date: 7<sup>th</sup> September 2017

Next Review Date: September 2018