Ryburn Valley High School

Invacuation and Lockdown Policy

Version	2.1
Name of Policy Writer	**The School Bus**
Lead Professional	**Business & Compliance Manager**
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Next Review Date	**January 2025**

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Contents:

Statement of intent

The safety of pupils, staff members and visitors on the premises is paramount and Ryburn Valley High School takes their duty to protect the wellbeing and welfare of these people very seriously.

The main priority is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately, out of the hands of the school. In an emergency, staff members at the school will endeavour to take all reasonable actions in order to ensure the safety of pupils and visitors.

The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)

- An intruder on the academy site (with the potential to pose a risk to staff and pupils)

- A warning being received regarding a risk locally of air pollution (smoke plume, Gas cloud etc)

- A major fire in the vicinity of the school (with advice from the fire service)

- The close proximity of a dangerous animal roaming unsupervised

Signed by:

Head of School   Date:

Chair of governors   Date:

1. Definitions

1.1. The term 'invacuation' refers to the process of making staff members aware of an emergency and moving pupils, staff members and visitors to the most sheltered areas within the building. This procedure is employed if moving outside would increase the risk of harm to people, e.g. toxic fumes in the air, and when it is not necessary to protect people from intruders.

1.2. 'Lockdown' refers to the procedure of locking external doors and windows before taking immediate shelter in a secure location. This procedure is typically invoked as a response to a security threat.

1.3. SEMT refers to the School Emergency Management Team. This comprises of the following roles and designated staff members:

- Business Continuity (DWA, MTX & JWE)
- Communications (DPX, CBX, RWX, AHX, RWX, JLX, JTX, KHX)
- Log-Keeping (MTX, MNX)
- Media Management (DPX, DWA, JMC)
- Resources (MTX, MNX)
- Welfare (Pastoral Team, Healthcare Assistant)

2. Roles and responsibilities

2.1. The governing board will be responsible for:

- Ensuring the school meets its responsibility to keep all pupils, staff and visitors safe.
- Monitoring the overall implementation of this policy.
- Reviewing this policy, in conjunction with the Head of School and Business & Compliance Manager, to ensure its effectiveness.

2.2. The Head of School will be responsible for:

- Appointing a competent member of staff to lead on school security and the procedures outlined in this policy – this will be the Business & Compliance Manager.
- Ensuring effective and rehearsed emergency procedures are in place at the school.
- Ensuring all staff members are aware of this policy and can access a copy.
- Ensuring that new staff members receive training on the school's emergency procedures as part of their induction.
- Ensuring all staff receive training following any changes to the school's emergency procedures.

- Raising the alarm in an emergency and delegating this duty to a designated member of staff to carry out when they are not present at the school.

2.3. The Business & Compliance Manager will be responsible for:

- Identifying the likelihood of a security-related incident occurring that would result in activating this policy and assessing the level of impact of these incidents.

- Developing the school's invacuation and lockdown procedures, in conjunction with the Head of School.

- Leading rehearsals of emergency procedures.

- Recording all evacuation procedures, including drills and practices, in the Evacuation Record Log (Appendix 1).

- Reviewing the school's emergency procedures following any incident during which they were activated, and at least annually, to ensure the procedures remain effective.

2.4. The Head of School will be responsible for informing and seeking advice from the relevant external services, such as the police, in the event of an emergency.

2.5. Mitie Facilities Management will be responsible for:

- Ensuring that emergency exits, and evacuation points are clearly signposted.

- Ensuring that all contractors or external services working within the school are supplied with a copy of the school's emergency procedures.

- Providing the emergency services with copies of the school's site plan.

2.6. All members of staff will be responsible for:

- Acting in accordance with this policy at all times.

- Ensuring pupils, fellow staff members and visitors remain as safe as possible whilst on the school premises.

- Ensuing that registers are accurately taken during an invacuation or lockdown and reporting the names of missing pupils to the Head of School immediately.

- Informing the Head of School or school office of any pupils missing from the classroom when the alarm was raised.

- Maintaining an orderly manner and encouraging pupils to stay calm during emergency procedures.

3. Invacuation & Lockdown Procedure

3.1. The aim of the procedure is to protect lives by keeping people inside away from perceived danger. This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors.

3.2. The Head of School will ensure that all staff members understand when and how this procedure will be implemented.

3.3. Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented.

3.4. SLT will take all factors into consideration when deciding whether to partially or fully lockdown the school. Where possible, advice will be sought from the emergency services.

3.5. The partial lockdown procedure is a precautionary measure but puts the school in a state of readiness should the situation escalate. It will be used in the event of, but not limited to, the following:

- A local risk of air pollution
- A civil disturbance in the local community with the potential to pose a risk to the school

3.6. The full lockdown procedure will be used in the event of, but not limited to, the following:

- An intruder on the school site
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog, or other animal, roaming loose

3.7. Staff will be informed of the type of lockdown procedure that will be implemented and made aware that it is not a drill via the use of the Raspberry Pi device in reception. We will use the pre-recorded phrase "There are reports of a dangerous animal inside school, please follow procedure". This can be sounded by any member of SLT, who will be trained in the use of the system, student services and reception and will be heard over the PA System. Once this is heard staff members in external buildings will also be alerted over the digital radios on site and follow the same protocols.

3.8. A member of SLT will authorise the signal to be sounded as soon as a concern has been raised. In the event of an intruder at main reception, Reception staff can implement this procedure at their discretion.

3.9. Lines of communication between staff members will be kept open using two-way radios and mobile phones; however, unnecessary calls to the school office will not be made as this could delay important communication.

3.10. During a lockdown, pupils, staff members and visitors outside the school building will move quickly and quietly through the nearest entrance to the building. Follow the "CLOSE" acronym below:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be in lock down for some time

3.11. Pupils who are outside the school, or not in classrooms, will be led inside as quickly as possible, unless this will endanger them and others. If staff members, pupils or visitors remain outside during the implementation of a full lockdown, they should hide in the designated safe area: Wembley / STEP / Construction / garden (depending on where staff members, pupils or visitors are at the time of the incident) until the emergency services have arrived.

3.12. As soon as the alarm has been raised, SLT will ensure that the relevant emergency services are informed and kept up-to-date with the situation.

3.13. In the event of the school implementing the lockdown procedure, pupils will be instructed to remain in their classroom, or will be guided to the nearest safe room (see Safe Room grid at 3.17).

3.14. Staff members will ensure that the toilets, canteen, and playgrounds are cleared of all pupils, staff members and visitors.

3.15. Main entrances into the school site will be locked.

3.16. Prior to the procedure, the Business & Compliance Manager will identify designated 'safe rooms' throughout the school building, which all staff members will be made aware of.

3.17. The school's designated 'safe rooms' are as follows:

Area of school	Designated safe room
Tennis Courts	STEP
Playing Fields	STEP/Sports Hall (closest, safest option)
West Wing	Gymnasium
East Wing	Theatre
Sixth Form Wing	Lecture Theatre

3.18. Staff have a responsibility to ensure that any items that could be used as weapons, e.g. kitchen utensils or sports equipment, are kept securely locked away when not in use.

3.19. Visitors will be directed to the nearest designated 'safe room'.

3.20. Staff members will instruct pupils to stay away from the windows and doors.

3.21. Where necessary, pupils will be informed to lie or sit on the floor.

3.22. Staff will be responsible for reassuring pupils and keeping them calm during the procedure.

3.23. Classroom teachers will be responsible for the pupils within their classroom.

3.24. In the event of a full lockdown, once all pupils have been accounted for, the following actions will be carried out by staff members to increase protection:

- Blocking off access points by moving furniture to obstruct doorways etc.
- Drawing all curtains and blinds
- Turning off all lights and electronical monitors expressing light
- Instructing all pupils to either sit on the floor, under a table or against a wall
- Ensuring all people are kept out of sight and away from windows or doors
- Instructing people to stay as quiet as possible

3.25. In the event of a partial lockdown, movement may be permitted within the building, dependent upon the circumstances, but this will be supervised by SLT.

3.26. In the event of an air pollution issue or a chemical, biological, radiological or nuclear (CBRN) attack, air vents will be closed, where possible, as an additional precaution.

3.27. All pupils, staff members and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access.

3.28. All personnel will remain inside until an 'all clear' signal has been given, either via the public address system with a pre-recorded message over the PA system "***The situation has now been dealt with – thank you for your cooperation. Please return to normal activity"*** or by a member of the SEMT, or unless told to evacuate by the emergency services. If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site.

3.29. When the lockdown procedure has finished, pupils will return to their timetabled classroom where a register will be taken.

3.30. Parents will be notified as soon as it is practicable to do so via the Arbor's messaging system.

3.31. Pupils will not be released to parents during a lockdown.

3.32. If it is necessary to evacuate the building, a continuous ring of the fire alarm will be sounded.

3.33. The school's Business Continuity Plan will be activated to help restore normality following an incident.

3.34. To ensure the effective implementation of the lockdown procedure, a lockdown drill will be undertaken at least once a year.

3.35. Any missing pupil, staff member or visitor will be reported to the designated fire warden, detailing their name, the date/time and where they were last seen, and any other relevant information about the person, e.g. any medical conditions.

3.36. Missing personnel and pupils will be immediately searched for if it is safe to do so.

3.37. If required, parents will be contacted in order to collect their children. This will be done using the school messaging system.

3.38. All evacuations will be recorded using the Evacuation Record Log (Appendix 1).

3.39. Following an occurrence necessitating the lockdown procedure, the following actions will be taken:

- A follow up talk with staff members and pupils will be delivered by the Head of School

- Support will be sought where necessary, for example, from counselling services

- Parents and other stakeholders will be informed via letter

- The response to the crisis will be evaluated and procedures amended where necessary

- The school's Business Continuity Plan will be activated to help restore normality following an incident

4. Bomb threats

4.1. In the event of the school or a nearby area receiving a bomb threat, the Head of School will decide whether to follow the lockdown procedure.

4.2. The school will immediately contact the emergency services after receiving a threat and will carefully follow their instructions.

4.3. The emergency services will still be contacted if the threat is believed to be a hoax.

4.4. The school's Business Continuity Plan will be activated to help restore normality following an incident.

5. Communication with parents

5.1. Arrangements and information regarding the school's invacuation and lockdown procedures will be routinely shared with parents via the newsletter or

the school website.

5.2.   In the event of any of the procedures taking place due to a real emergency, parents will be informed of any developments as soon as is practicable.

5.3.   Parents will be informed not to ring or come to the school as this could interfere with the work of the emergency services and may result in putting themselves and others in danger.

5.4.   The school will contact parents when it is safe for them to collect their child.

5.5.   Whilst talking to parents, it is important for the school to reassure them that they understand their concern for their child's welfare, and that the school is doing everything possible to ensure the safety and wellbeing of all pupils.

6. Monitoring and review

6.1.   This policy will be reviewed on an annual basis, or sooner if statutory guidance is released before the review date.

6.2.   The next scheduled review date is December 2024.

6.3.   This policy will also be reviewed and evaluated following any incidents which required it to be activated.

6.4.   The review will be conducted by the SEMT in collaboration with SLT and the governing body.

Evacuation Record Log

Date and time of evacuation	Reason for evacuation	Confirmation of taking registers	Time it took to evacuate	Problems which delayed the evacuation	Further actions to improve the procedure	Any other relevant information

Last Reviewed January 2024

Personal Emergency Evacuation Plan (PEEP)

PEEP for a pupil at Ryburn Valley High School

This section is to be completed by the Business & Compliance Manager. If the individual has classes in more than one building, it may be necessary to prepare a separate PEEP for each building.

Name: _____

Form and year group: _____

Building: _____

Awareness of procedure

_____ is informed of a fire evacuation by: (please tick relevant box)

Existing alarm system ☐   Visual alarm system ☐

Pager device ☐   Other (please specify) _____

Designated assistance

The following people have been appointed to give assistance to _____ in the event of an emergency:

Name of designated person: _____

Contact details of designated person: _____

_____

Name of designated person: _____

Contact details of designated person: _____

_____

Name of designated person: _____

Contact details of designated person: _____

_____

Methods of assistance (e.g. transfer procedures, methods of guidance)

_____

_____

Equipment provided (including means of communication)

_____

_____

Last Reviewed January 2024

Personal evacuation procedure (a step-by-step breakdown from the first alarm sound)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

Reviews

Business Manager name: _____

Business Manager signature: _____

Date: _____

Individual's name: _____

Individual's signature: _____

Date: _____