



# Weeton St Michael's

CHURCH of ENGLAND PRIMARY SCHOOL

## LOCKDOWN AND INVACUATION POLICY

Written: October 2024

Review Due: September 2025

### *FROM SMALL BEGINNINGS, GREAT THINGS GROW*

#### **Christian Values:**

Happiness, Empathy, Achieve, Respect and Trust

#### **School vision:**

“From Small Beginnings, Great Things Grow”

*underpinned by The Parable of The Mustard Seed  
(Matthew 13:31-32)*



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OF  
BLACKBURN

[www.weeton-st-michaels.lancs.sch.uk](http://www.weeton-st-michaels.lancs.sch.uk)

## Purpose

The purpose of this policy is to ensure the safety and well-being of all pupils, staff, and visitors at Weeton St Michaels Primary School in the event of a lockdown or invacuation situation. This policy outlines the procedures to be followed, the roles and responsibilities of key stakeholders, and the review mechanisms to ensure the policy remains effective.

## Scope

This policy applies to all pupils, staff, and visitors at Weeton St Michaels Primary School.

## Definitions

- **Lockdown:** A situation where pupils, staff, and visitors are required to remain inside the school building, with access points secured, to prevent people from entering the premises.
- **Invacuation:** A situation where pupils, staff, and visitors are required to move to a secure location within the school building, away from potential threats.

## Legislation and Guidance

This policy has been developed in accordance with the latest UK government legislation and guidance, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Department for Education guidance on emergency planning and response for education, childcare, and children's social care settings

## Roles and Responsibilities

### Headteacher

- Responsible for the overall implementation and review of the Lockdown and Invacuation Policy.
- Ensure that all staff are trained and aware of their responsibilities in the event of a lockdown or invacuation.
- Communicate the policy to parents, carers, and the wider school community.
- Liaise with emergency services and other relevant authorities as necessary.

### All Staff

- Be familiar with the Lockdown and Invacuation Policy and their roles and responsibilities.
- Ensure the safety and well-being of pupils in their care during a lockdown or invacuation.
- Follow the established procedures and instructions from the Headteacher or Senior Leadership Team.

### Pupils

- Follow the instructions of staff during a lockdown or invacuation.
- Remain calm and cooperate with staff to ensure their own safety and the safety of others.

## **Parents/Carers**

- Understand and support the school's Lockdown and Invacuation Policy.
- Ensure that the school has up-to-date contact information for their child(ren).
- Refrain from contacting the school or attempting to collect their child(ren) during a lockdown or invacuation, as this could jeopardise the safety of everyone involved.

## **Procedures**

### **Lockdown Procedures**

1. Upon hearing the words “quiet time” from the internal phones, the Headteacher or designated member of the Senior Leadership Team will initiate the lockdown procedures.
2. Staff will:
  - a. Secure all access points to the building.
  - b. Instruct pupils to move away from doors and windows and to remain quiet.
  - c. Take a register of all pupils in their care and report any missing or additional pupils to the Headteacher or designated member of the Senior Leadership Team.
  - d. Await further instructions from the Headteacher or designated member of the Senior Leadership Team.
3. The Headteacher or designated member of the Senior Leadership Team will:
  - a. Contact the emergency services if necessary.
  - b. Communicate with staff and provide updates as the situation develops.
  - c. Liaise with the emergency services and provide any necessary information.
  - d. Decide when it is safe to end the lockdown and communicate this to staff.

### **Invacuation Procedures**

1. Upon receiving an invacuation alert, which at Weeton St Michael's is hearing the words “safety time” from the internal phones, the Headteacher or designated member of the Senior Leadership Team will initiate the invacuation procedures.
2. Staff will:
  - a. Instruct pupils to move to the designated secure location within the school building.
  - b. Take a register of all pupils in their care and report any missing or additional pupils to the Headteacher or designated member of the Senior Leadership Team.
  - c. Ensure that all pupils remain calm and quiet in the secure location.
  - d. Await further instructions from the Headteacher or designated member of the Senior Leadership Team.
3. The Headteacher or designated member of the Senior Leadership Team will:
  - a. Contact the emergency services if necessary.
  - b. Communicate with staff and provide updates as the situation develops.

- c. Liaise with the emergency services and provide any necessary information.
- d. Decide when it is safe to end the invacuation and communicate this to staff.

## **Training and Communication**

- All staff will receive regular training on the Lockdown and Invacuation Policy and their roles and responsibilities.
- The Lockdown and Invacuation Policy will be communicated to pupils, parents, and carers through the school website, newsletters, and other appropriate channels.
- The school will conduct regular lockdown and invacuation drills to ensure that all stakeholders are familiar with the procedures.

## **Review and Monitoring**

- The Lockdown and Invacuation Policy will be reviewed annually, or more frequently if necessary, to ensure that it remains up-to-date and effective.
- The Headteacher and Senior Leadership Team will monitor the implementation of the policy and make any necessary adjustments.
- Feedback from staff, pupils, parents, and carers will be considered during the review process.