



# CARLINGHOW ACADEMY

# Invacuation Policy

<b>Approved by:</b>	Principal- Marie Fishwick		
<b>Responsible department:</b>	SLT		
<b>Last review date:</b>	September 2023	<b>Last reviewed by:</b>	Toni Watson
<b>Last updated:</b>		<b>Last updated by:</b>	
<b>Next review due :</b>	September 2024		

## **School Aims and Implementation**

It is the primary aim of our school that every member of the school community feels valued, respected and that each person is treated fairly. We are a caring community, whose values are built on mutual respect for all in line with our equality policy.

Carlinghow Academy aims to provide children the opportunity to develop towards their full potential; academically, emotionally and socially:

- Providing the highest standard of education to enable children to acquire the skills, knowledge and concepts relevant to their future.
- Promoting an ethos of care, mutual respect and support, where effort is valued and success celebrated.
- Enabling children to become active, responsible and caring members of the school and wider community.

The school works towards these aims by:

- Promoting high quality learning and attainment.
- Providing a high quality learning entitlement and environment.
- Valuing each other and ourselves.
- Working in partnership with parents and the community.

## **Carlinghow Academy Invacuation Procedures**

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 within the school grounds and it is considered safer to be in-side the school building. 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 and this will be completed through assemblies and class discussion.

## **Threats**

There are a number of possible situations which could be seen as a threat where it is safer for school pupils and staff to remain inside the school building:-

- An animal wandering into the school grounds.
- A stranger who enters or attempts to enter the school grounds.
- An object thrown into the school grounds from outside.
- The collapse of a tree, wall or fence etc.

However, this list is not exhaustive.

### **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, reporting to the Principal/Vice Principal who will activate the Invacuation alarm to alert the rest of the school.

### **Overview of Procedures**

- The Invacuation procedure will be signalled with the use of a **whistle – 3 short blasts, pause, 3 short blasts.**
- Whilst the alarm is sounded staff must communicate the need to go into the building urgently by whatever means necessary. All teaching staff must move to channel 8.
- On hearing the signal all staff and children outside must return to their classrooms in a calm and orderly manner if it is safe to do so, or to the nearest classroom. All teaching staff must move to channel 8.
- Staff and children who are already within the building must either remain where they are or return to their classroom if it is safe to do so. All teaching staff must move to channel 8.
- Any class teachers who are not with their own group of children at the time of the alarm must return immediately to their classroom and resume responsibility for their children if it is safe to do so. All teaching staff must move to channel 8.
- Staff in classes must complete a head count and check it against the number on the emergency class register ready to report to the Invacuation team when they make contact.
- Until the Invacuation team provide the Emergency code staff should follow **Code Amber.**
- Staff should follow the emergency code procedures provided until they receive further instruction from the Invacuation team.

### **Entrance/Exits**

Once the Invacuation alarm has been raised entrances/exit doors must be locked.

### **Emergency Codes**

- **Code Green: Staff and pupils must remain inside the school building but are safe to freely move around internally.**
- **Code Amber: Staff and pupils must remain inside their classroom with door locked and windows closed.**

- **Code Red: Staff and pupils must remain inside their classroom keeping low beneath and away from windows to reduce visibility, with door locked, windows and blinds closed and lights off.**

### **Invacuation Team**

Marie Fishwick – PRINCIPAL

Lianne De Villiers – VICE PRINCIPAL

Asma Rawat – ASSISTANT PRINCIPAL

Carla Astin – SAFEGUARDING AND ATTENDANCE SUPPORT

Lorna Jackson – SAFEGUARDING & SEN BUSINESS SUPPORT OFFICER

Khatija Salu-Huq- BUSINESS MANAGER

Callum Fox – SITE SUPERVISOR

Debbie Greenwood – BUSINESS SUPPORT OFFICER

### **Principal/Vice Principal Actions**

- Assess situation and decide emergency code: Green/Amber/Red Signal  
Lockdown procedure and raise the alarm. Communicate via walkie talkies  
Green/ Amber or Red via channel 8.
- Lockdown team who are not in class to move channel 7.
- Contact any necessary emergency services describing nature of incident and access point to grounds.
- Relocate staff and children if necessary. This includes sending support to staff on their own, relocating staff and children out of classrooms into other areas of the school building.
- Principal/Vice Principal to give the instruction for all clear (Via Walkie Talkies).
- Inform parents/carers after the event
- Principal to arranging counselling as necessary.

### **Invacuation Team Actions**

- The Lockdown Team to communicate via channel 7 to reduce movement around school.
- The Lockdown Team will communicate with classrooms via walkie talkie's, in order to establish the whereabouts of staff and children, confirm headcounts, provide information to staff and offer further instructions.

### **Teacher/TSA/Kitchen Team/Cleaning Team Actions**

- Return to or remain in class; or nearest occupied classroom if this is safer (Kitchen Team remain in Kitchen).
- Secure classroom doors and windows. Until the Invacuation team provide the Emergency code staff should follow **Code Amber**.
- Account for all children and adults in their class, by way of register, headcount.
- Keep calm, vigilant and reassure pupils.
- The Invacuation team will contact you for status update and to pass on further instructions.

- Only contact the school office in an emergency, otherwise wait for information to reach you.
- Wait for the all clear instruction.

This policy will be reviewed annually with the Health and Safety Policy.