

Moss Valley Primary Academy



Invacuation Policy

Effective	September 2025
Review Date	September 2026
Designated Governor	John Brooks
Signature of Governor and Headteacher	

As part of our health and safety policies and procedures, the school has a lock down policy.

On very rare occasions, it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity. A lock down is implemented when there are serious security risks on the premises due to for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent on causing harm or damage.

NaCTSO (National Counter Terrorism security Office) Guidance.

In January 2016, NaCTSO provided the following advice to leaders of schools and other educational establishments for reviewing protective security:

- Most bomb threats are made over the phone and the overwhelming majority are hoaxes made with the intent of causing alarm and disruption. Any hoax is a crime and no matter how ridiculous or unconvincing must be reported to the police. Be alert, but not alarmed! On receipt of a bomb threat dial 999 and police will respond. You should always consider their advice before a decision is made to close or evacuate.

Notification of an invacuation

Staff will be notified that invacuation procedures are to immediately take place upon hearing the code word of **'CATHEDRAL'**

Procedures:

1. This signal will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible and the locking of the school's offices, fob connecting doors and all outside doors where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible

and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Ensure mobile phones/electronic devices are put on silent.

3. NO ONE SHOULD MOVE ABOUT THE SCHOOL.
4. If an evacuation is required, staff and children will be notified by the activation of the fire alarm
5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed. Staff will be notified in person by a key member of staff e.g. Senior Management Team
7. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

the central hub will be the front office

Staff Roles

1. Front office staff ensure that their office(s) are locked and police called if necessary.
2. Headteacher or office staff member locks the school's front doors and ensures entrances are locked.
3. Individual teachers/HLTAs/LSA's lock/close classroom door(s) and windows. Nearest adult to check exit doors are locked.
4. Staff in Place2Be hub/Staff room to lock down in these rooms.
5. Catering Staff to lock door to kitchen and turn off lights.

**INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING
LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE
LEAVING**

Communication with parents

1. If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – website / ParentsConnect / telephone /email.
2. Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
3. Pupils will not be released to parents during a lockdown.
4. Parents will be asked not to call school as this may tie up emergency lines.
5. If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
6. A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Invacuation drills

Invacuation practices will take place a minimum of twice a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made. This policy will be reviewed bi-annually. This policy should be read in conjunction with the Critical Incident Policy; Health and Safety Policy and Fire Procedures