



John Clare Primary School

Inspire - Nurture – Celebrate

Invacuation Policy

Approved via Governorhub

Approved	3 rd December 2025
Review Date	December 2029

INVACUATION POLICY

Exterior Threat or Intruder

Aims

To ensure the health, safety and wellbeing of all adults and children who are present on the school site John Clare Primary School

- Puts in place, and maintains, appropriate fire safety measures
- Plans for an emergency
- Provides staff and children with information, and fire safety training

Legislation and Guidance

In creating this policy the school contracts specialists in the field. An audit of Fire Safety and an Asbestos review is carried out annually. This policy has been created by and adopted by the Governing Board. Government documentation and information and advice from the HSE is researched to ensure compliance.

Definition

Invacuation or 'lockdown' is when circumstances dictate that the safety of pupils and staff is better ensured inside a building, with doors and windows closed and blinds drawn. Pupils should be moved away from windows and doors for safety. A lockdown could be triggered by incidences such as a rogue dog on site, a chemical spill, an incident involving a weapon, or criminal activity.

There are two main lockdown situations

- Warning Lockdown: The threat is outside the school building
- Intruder Lockdown: The threat or intruder is inside the school building

Procedure for Warning Lockdown

This procedure should be followed if the threat is outside the school building

- The Invacuation Alert will sound.
 - Special attention must be made to inform classes that are on the school field or playground
 - If it would put pupils at more risk to return to school – alternative lockdown provision should be sought at either St Botolph's Church or the Village Hall.
 - All children will return to their main classroom
 - If they are at first aid/hall they stay where they are. The adult nearest to them will write down their names and class and send the register to the office when all clear is given
 - Adult visitors will go to the School Office, where they will be met by the office team.

- Once children are inside the building all exterior doors must be locked and the Critical Incident Plan begun.
- Clear hallways or other rooms that cannot be secured of people
- Secure and cover classroom windows – if it would be safe to do so
- Move all persons away from windows
- Take attendance of all children in the classroom
 - Teachers prepare a list of all missing children or extra pupils
 - Teachers send this list to the office once the all clear is given to leave the classroom. All adults/children will then be accounted for.
- Control all movement but continue classes/activities where appropriate, disable bells. Move on verbal announcement only
- Once the threat has subsided the announcement “All Clear” will be made

Procedure for Intruder Lockdown

- The Invacuation Alert will be used–
 - Special attention must be paid to inform classes that are on the school field or playground
 - Classes outside the building should not enter but seek alternative lockdown provision at either St Botolph’s Church or the Village Hall.
- All children, staff and visitors should be directed to the nearest classroom or secure space and the door should be secured
- Do not lock exterior doors
- Secure and cover windows if safe to do so and keep people away from doors and windows. Keep children together on the floor.
- Take attendance of children in each classroom
 - Teachers prepare a list of all missing children or extra pupils
 - Teachers send this list to the office once the all clear is given to leave the classroom. All adults/children will then be accounted for.
- Ignore any evacuation bell as the building will not be evacuated in this way.
- Do not respond to anyone at the door until “All Clear” is announced
- When or if students are moved out of the classroom assist them in moving as quietly and quickly as possible
- When the threat is over/the intruder has left the building, the building administrator will announce “All Clear”.

- Identified member of staff locks staffroom doors.

In the event of a lunchtime Invacuation

Dining Hall

Stay put

In the event of an emergency, a dynamic risk assessment (DRA) may need to be taken by individual adults to ensure the safety of the children. The Code “Red, Red, Red” will be given to indicate that individuals should complete a DRA and act accordingly.

Links with other policies

Fire Safety and Evacuation

Health and Safety