Invacuation & Lockdown Policy

Introduction

The Lyceum recognises the importance of keeping our children safe. While schools remain a safe environment for children, and serious incidents are rare, The Lyceum believes good emergency management planning and preparation is key to preventing escalation and can saves lives. In the event of a serious incident, sometimes it is safer for the children and staff to remain in their classrooms, rather than evacuate the building. The evacuation procedures aim to prevent access and restrict movement around the building**.** The approach should be sensible and respond in a proportionate manner to an 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**.** This ensures the safety of all pupils and staff.

Invacuation Lockdown procedures may be activated in response to any number of situations with the potential to pose a risk to staff and pupils in the school. A full lockdown may be caused by:

- A reported incident or civil disturbance in the local community.
- An intruder on the school site.
- A warning being received regarding a risk locally of air pollution.
- A major fire in the vicinity of the school.

Key Roles and Responsibilities

- Headmaster, Deputy Head & Bursar & Head of Operations: determine if plan requires activation and then manages and coordinates the school response to the incident.
- Headmaster & Receptionist: Parents liaison – act as the link and point of contact between the school and the parents/guardians & Dukes Governors. Co-ordinates all incoming and outgoing communications and acts as the liaison between the school and the local authority press officer with support from Dukes Head Office.
- Receptionist/School co-ordinator & Admissions Manager: Record keeping & Site support - maintain a central decision log and records any information received or relayed.
- Bursar & Head of Operations: Site Management - supports other team members with premises related issues, liaises with other agencies on-site and ensures the security of the site.
- Deputy Head & Assistant Heads Pastoral & Academic: Casualty Welfare - Coordinates initial response to casualties (pupils & staff) and oversees their wellbeing - acts as point of contact for next-of-kin of staff/parents of pupils
- Bursar & Head of Operations & Receptionist: Educational Visits Incident - act as point of contact for group leaders undertaking educational visits at the time of the incident.

Communication between the key responsible managers and team members is vital. Therefore, the following people will use their mobile phones.

- Headmaster
- Deputy Head
- Bursar & Head of Operations

- Assistant Heads Academic & Pastoral
- Receptionist, School Co-ordinator & Admissions Manager – to use mainline number.

All communication with staff and pupils, should reiterate the importance of staying calm.

Full Lockdown Procedure:

Signals	Person responsible
Signal to all staff for invacuation of the building. Full evacuation to Worship Square (terror threat). Classroom lockdown (intruder).	Bursar & Head of Operations School Co - Ordinator
Signal to all staff members Sound invacuation alarm on the nearest fire panel or "Code Purple" using the Two-way radio.	Bursar & Head of Operations School Co-ordinator
Use radio or phone system, quoting "Code Purple"	Receptionist
Children immediately return to their nearest classroom. If it is safer for children to remain outside, they should hide out of sight. When lockdown	Class teacher
Lock/ secure all entrance points to the building. Front door, windows in corridors, side doors.	Receptionist/School Co-Ordinator
If intruder has entered the site, radio alarm will inform all teachers to lock entrances to classrooms from the inside with the inside lock. All classrooms have inside locks fitted. Close and lock all windows and doors where possible. All children to take cover under their desks.	Alarm activated by Receptionist/School Co-Ordinator. Class teacher
Dial 999 Dial once for each service that is required.	Bursar/Head of Operations Receptionist/School Co-Ordinator
Maintain safety in classroom. Class Teacher to access a grab bag if safe to do so. All teachers to take a head count of children in their class. Keep children out of sight, away from windows and doors. Turn off lights. Pupils sit quietly out of sight.	Class teacher
If possible, check for missing staff/ pupils/ visitors Office staff to check all other areas Contact Police and Dukes House (0203 696 5300)	Receptionist/School Co-Ordinator/Bursar & Head of Operations
Parents contacted by email/text.	Headmaster/Receptionist/School Co-Ordinator
Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	All staff and children.

During a prolonged evacuation, all pupils and staff will relocate to Hopes and Dreams previous Nursery on Paul Street for collection.	All staff and pupils.

If someone is taken hostage on the premises, the school should immediately seek to evacuate the rest of the site, if deemed safe to do so. In this instance the fire alarm will sound.

Partial Lockdown Procedure:

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate. If the Headmaster then Bursar/Head of Operations deems an invacuation is required, the school's partial lockdown plan is as follows:

Signal to all staff members via:

- Verbal warning over the radio.
- WhatsApp phone message to all staff or use of two-way radio.

All outside activity to cease; children immediately return to their classroom

Movement may be permitted within the building if supervised by a member of staff and the environment is deemed safe to do so.

Lock/ secure perimeter entrance points to the building.

If an intruder or external threat has been identified or even partially identified, full lockdown or evacuation procedures will be triggered.

Ongoing Assessment & Review

All situations are different, once all staff and pupils are safely inside, the Headmaster/Bursar & Head of Operations will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services.

This will be communicated to staff and pupils.

In the event of an actual lockdown or evacuation, the incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe for you to come get their children, and where this will be from.

Parents will be told: “The school is in a full lockdown situation. During this period the telephone systems and entrances will be unsupervised, external doors will be locked and nobody allowed in or out.”

Following any evacuation or lockdown procedure, the Safeguarding Governor will be informed, an incident report from the school and external services will be submitted to the Safeguarding Governor and a full staff and SLT review will take place.

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