



Victoria Community School

LOCKDOWN/INVACUATION PROCEDURES
September 2022

Definitions:

Lockdown: Situations such as an intruder in the building, pupil or adult behaving in an aggressive way.

Invacuation: Situations such as a dog on the field, a chemical leak outside, intruder on the school grounds, pupil behaving aggressively, or the helicopter landing.

Staff responsibilities		
	Invacuation	Lockdown
Headteacher/Deputy HT/Assistant HT	Initiates procedure.	Initiates procedure
Office staff	Contacts appropriate support eg Police, fire, dog warden	Contacts emergency services
Other staff members	<ul style="list-style-type: none"> Stay with pupils Ensure external windows and doors are shut, check no doors are left on the latch. 	
Signals		
Lockdown signal(s)	<p>Emergency hand alarms</p> <p>Office/SLT ring over to nursery to alert.</p> <p>If incident in nursery, nursery staff to phone over to the school office/Headteacher if possible or use email to the office staff if not. Staff to lock all doors.</p>	<p>Blue triangle (sent by SLT/office)</p> <p>VR- If in dinner hall, children to go into classrooms off the hall gym OR pupils go back to classrooms if possible. Year 4 to stay in the hall or library.</p> <p>At other times all pupils to return to their classrooms- or the nearest classroom if appropriate. (except Year 4 if in main building or nursery if in main building).</p> <p>Staff to make the decision on whether children need to hide under tables.</p>
All clear signal	<p>All staff and pupils to stay in their rooms/classrooms until they have been given the all clear.</p> <p>Office staff to go round each classroom/phone the mobiles and nursery.</p>	<p>All staff and pupils to stay in their rooms/classrooms until they have been given the all clear.</p> <p>Office staff to go round each classroom</p>

Lockdown		
Evacuation signal	N/A	<p>Fire bell. VR Pupils and staff to evacuate to nursery garden.</p> <p>Pupils go through main playground to nursery or main entrance near the office depending on the situation, staff member on playground to direct. If need to move children from site, pupils will be led to the Orchard site or from Orchard to VR site.</p> <p>Walkie Talkies for Nursery.</p>
Entrance and exit points	Staff near exit points/external doors, to ensure they are not on the latch.	Staff near exit points/external doors, to ensure they are not on the latch.
Bringing pupils inside	<ul style="list-style-type: none"> At the sound of the hand bells, staff (lunchtime, Sports coaches, TAs, Teachers) will be responsible for bringing the children in off the playground/field as soon as possible. Staff will do a register once children are in the classroom. 	<ul style="list-style-type: none"> Once a blue triangle is handed to staff (lunchtime, Sports coaches, TAs, Teachers) will be responsible for bringing the children in off the playground/field as soon as possible. Staff will do a register once children are in the classroom.
Steps to increase protection from danger	<p>For example:</p> <ul style="list-style-type: none"> Lock and screen doors Position children away from sightlines from external doors and windows, for example under a desk (extreme situations only). Turn off lights and monitors Electronic devices are on silent, or turned off Blinds put down. 	<ul style="list-style-type: none"> Lock and screen doors Position children away from sightlines from external doors and windows, for example under a desk (extreme situations only). Turn off lights and monitors Electronic devices are on silent, or turned off Blinds put down.
Communication with parents	Text and email information to parents after the event. If parents' evenings, after school clubs, decisions made on the viability of those events.	Text and email information to parents after the event. If parents' evenings, after school clubs, decisions made on the viability of those events.
Additional notes	Vulnerable pupils including those with hearing impairments will be supported by their CSW or other nominated adult. Risk assessments to reflect these situations.	