



COLEG CYMUNEDOL
Y DDERWEN

Invacuation Policy

Policy Written By:	Gareth Pope
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Review Date:	Jan 2023

CCYD aspires to empower our community to be collaborative, resilient and reflective individuals who have the self-confidence to embrace challenge.

Introduction:

Invacuation or a lockdown procedure is a standard health and safety procedure, similar to a fire drill. Our invacuation procedure would be used when there is a threat to the safety of learners, staff and others in the school, and when it is safer for everyone to remain in school than evacuate.

Purpose:

To ensure staff, learners and visitors are safe in the event of an incident requiring all personnel to remain inside the building such as a an event in the community,

Aim(s):

The aim is to keep people safe by confining them to a secure place of safety. Situations where our invacuation procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

Wider school aims/ethos:

To ensure there is clear procedures for emergency invacuation and evacuation.

Consultation:

Staff, governing body, BCBC Health and Safety team.

Sources, references, legal context:

N/A

Procedures and practice:

When the decision is taken by the Headteacher to "lockdown" the building this will initially be communicated via two way radio.

When the decision is made the following steps must be taken;

- **To start the invacuation procedure the school bell will sound continuously for 3 minutes (the continuous tone is a different tone to fire alarm)**
 - This will be undertaken by pressing one of the Yellow emergency boxes located in the **main reception** or the **Headteacher's office**.
 - The bell will signal the start of the following process;
- **All staff to lock the doors**
 - All staff will ensure learners are kept inside their teaching space and lock the door via the thumb turn on the inside of the door
 - PE staff and learners undertaking classes outside will hear the alarm via the outside sounder and move into the PE changing rooms and lock the doors.

- External doors in classrooms will be checked by teaching staff and locked if necessary
- All other external doors will be checked (if possible) by SLT
- **Learners**
 - All learners will make their way to their classroom if they are outside of the room when the bell is sounded. If their classroom is not near them at the time of the bell then they are to go to the nearest classroom
- **Non-teaching staff**
 - Non-teaching staff who are not in a classroom will lock themselves into their room or the nearest room.
 - Operations manager/caretaker to go to the CCTV room and lock the door.
 - Community café staff to move to the kitchen
 - Kitchen staff to remain in the kitchen
 - Community hub staff to remain in the community hub
 - Examinations - Invigilators and learners will be locked into the exam halls
- **In the event of the Fire alarm activating during lockdown procedure**
 - ALL Staff and learners are to remain in their classrooms/room and NOT evacuate the premises. SLT will give instructions to staff and learners if they do need to evacuate the premises either via email or verbally.
- **In the event of an external examination**
 - the exam will continue in the exam rooms with the doors locked. The SLT member of staff allocated to the atrium and halls will ensure staff and learners are reassured and will communicate to continue the exam.
- **SLT will communicate with each other via two way radio (on channel 3)**
 - All SLT to ensure their two way radio is carried at all times and it is fully charged
 - SLT will monitor the situation and should be the only staff outside of the lockdown areas unless;
 - a) Other staff are requested to support by the SLT
 - b) The situation requires ALL staff to be safely locked down
 - SLT Block allocation
 - A Block - MH
 - B Block - JW
 - D Block - JJ
 - E Block - CP
 - C block, atrium, halls etc - GDP
- **Emergency services – (Not to be undertaken during a drill exercise)**
 - SLT will contact the emergency services

- SLT will direct the emergency services to the incident when they arrive either by meeting them in person or via telephone based on CCTV monitoring.
- **Staff Updates – SLT communication with staff – this will be undertaken by the office staff.**
 - Staff will receive an email via gmail updating them with regards the situation so they will be aware of what is happening and to enable them to reassure learners
 - Staff will receive an email when the issue has been resolved
 - Emails will be sent by the main office staff on instruction from SLT
- **Parent communication – this will be undertaken by the office staff.**
 - A text will be sent to parents informing them that the lockdown procedure has been initiated. Parents will be informed to stay away from the school and to await updates. The following telephone numbers will be added to the text for communication purposes if necessary;
01656 815923 / 815926 / 815927
 - A text will be sent to parents informing them that the incident has been resolved and the lockdown procedure has ceased
 - Texts to parents will be sent by the main office staff
- **CCTV monitoring**
 - CCTV will be monitored by SLT or the operations manager and communication with the SLT will be maintained
- **No social media**
 - Learners and staff will be asked not to use their phones to post updates on social media – this is for safety reasons.
- **Two way radio allocation**
 - TW - Headteacher
 - GDP – Deputy Headteacher
 - JW – Assistant Headteacher
 - MH – Assistant Headteacher
 - JJ – Assistant Headteacher
 - CP – Assistant Headteacher
 - Operations manager
 - Caretaker
 - Behaviour PSO
 - Receptionist
 - Office staff
 - Pastoral support officers
 - Emergency on call radio
- **Ending the lockdown procedure**
 - When the incident has been resolved the Headteacher will end the invacuation procedure by;
 - Communicating the decision via 2 way radio

- Sending an email to the staff informing them that the invacuation procedure has ended and that the bell will sound to signal this.
- Sounding the lockdown bell for **3 minutes** (the continuous tone is a different tone to fire alarm)
- This will be undertaken by pressing one of the Yellow emergency boxes located in the main reception or the Headteachers office.
- Arrange for a text to be sent to parents informing and reassuring them that the lockdown procedure has ended.
- SLT to visit classes in their allocated block to reassure learners and staff.

Roles and responsibilities:

Governors:

Ratification of the policy

Headteacher:

Monitoring the effectiveness of the policy and procedures

Ensuring termly drills are practiced and any necessary modifications implemented

Decision making and monitoring of the policy when in operation

SLT:

Monitoring the effectiveness of the policy and procedures

Ensuring termly drills are practiced and any necessary modifications implemented

Decision making and monitoring of the policy when in operation

HoC:

Following the policy and providing their views on the policy through consultation

Teachers:

Following the policy and providing their views on the policy through consultation

Learners:

Follow the policy as and when directed by staff

Parents/Carers:

Follow the policy as and when directed by staff

Other documents and appendices:

1- Letter to parents informing them of the new procedure / policy

2- Typical text to parents to start and end the procedure

Appendix 1

Dear Parent/Carer,

Re: Enhancing safety in our school

At CCYD we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process and in line with government guidance we have introduced a new procedure called "invacuation procedure".

I am writing to inform you that we will be practising this procedure and we will communicate the date of the drill with you in advance of the event.

What is a lockdown and when would we carry it out?

The invacuation procedure is a standard health and safety procedure, similar to a fire drill.

Our invacuation procedure would be used when there is a threat to the safety of learners, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety. Situations where our invacuation procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

Our procedure

Our invacuation procedure will be published on the school website and copies can be provided to you at your request. The main elements of the procedure are as follows:

- A specific alarm will sound to notify staff, learners and visitors that the "invacuation" procedure has been implemented.
- Staff and learners will remain or move immediately inside to their own, or the nearest classroom and remain there until further notice.
- The school will make sure all learners are safe and secure by securing doors and windows.
- The relevant emergency services will be called and the Senior Leadership Team will monitor the situation

Instructions for parents in the event of a lockdown

- Parents will be informed that the school is in "lockdown/invacuation" via the schools text message system
- Parents should not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services. Dedicated school telephone numbers will be provided via the text message for communication between parents and school.

- Parents should not discuss the event on social media, as this may spread false information and create panic
- Learners will be instructed not to use mobile phones during the invacuation procedure, so parents should not be alarmed if your child does not answer their phone
- During invacuation, the school retains loco parentis and learners will not be released to parents until the procedure has ceased.
- When the school is assessed as "safe" and the invacuation procedure has ended a text will be sent to all parents explaining this.

Staff will take time to talk to learners about these procedures and explain why they are important. We will practice the invacuation procedure just as we do in relation to the emergency evacuation procedure. We will also reassure learners after the drill that they are safe, and will emphasise that practising procedures like this will make sure the school remains a safe place to learn.

I must stress that this is part of the schools emergency framework and the need to practice such a procedure is to ensure that in the unlikely event of such a situation, our learners and staff are fully prepared.

If you have any further concerns or questions, please do not hesitate to contact me at the school on 01656 815920 or via email gareth.pope@ccyd.bridgend.cymru

Kind regards

Gareth Pope – Deputy Headteacher

Appendix 2

Text informing parents/carers the invacuation has started;

Information – the school has initiated the school invacuation procedure. This procedure has been initiated to ensure the safety of all within CCYD premises at this time. Staff are supervising learners within their rooms. Please do not be alarmed and please do not visit the school or post any information on social media. If you do wish to call the school please use the following numbers, 01656 815926, 815927, 815921, 815923. As soon as the procedure ends we will communicate this with you via text. Many thanks CCYD.

Text informing parents/carers the invacuation has ended

Information – the school invacuation procedure has now ended. If you would like any further information please contact the school. Many thanks for your patience and understanding.