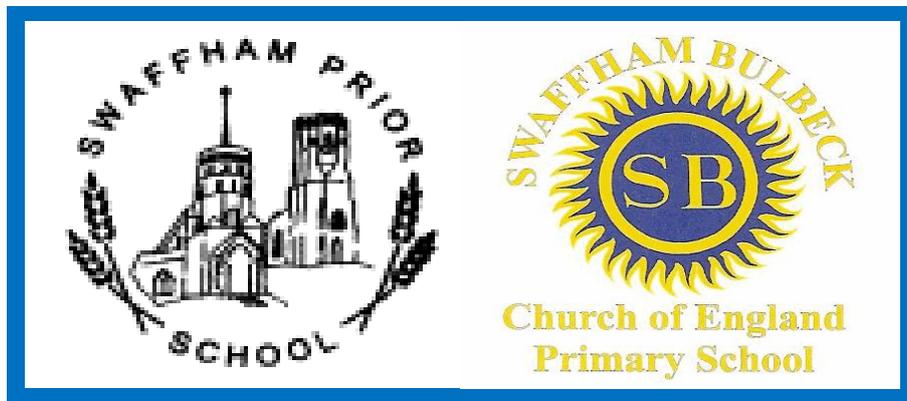


Swaffham Primaries Partnership

Working within DEMAT and together across Swaffham Prior and Bulbeck.

‘A cord of three strings is not easily broken.’ Ecclesiastes.



Invacuation Policy

Date Approved: November, 2022

Date for Renewal: November 2024

Swaffham Bulbeck Vision

We are a welcoming, inclusive Church school which fosters a love of learning through collaboration. Our Christian values support the nurture and development of relevant knowledge and skills for today's world. As everyone's voice is valued, so everyone flourishes as individuals to reach their potential and to "Shine Brightly"

"Let your light so shine before others that they may see your good works and give glory to your Father who is in heaven."

Matthew 5:16

Swaffham Prior Vision

At Swaffham Prior School, every child can grow and flourish in their learning, produce good things for their own lives and enrich the lives of others. Information, experiences, ideas and feelings are sown not just in lessons but in the whole experience of living and growing together as a community so that children recognise their own gifts and abilities and value the gifts and abilities of others.

"It came up and yielded a crop, a hundred times more than was sown." Luke 8:5-8

Rationale and Aim

The aim of the evacuation procedure is to protect lives by keeping people away from perceived danger. An evacuation or lockdown occurs when circumstances dictate that the safety of pupils and staff is better ensured by them being kept inside the building with the doors and windows locked and the blinds/shutters closed. Pupils should be moved away from the windows and doors for prime safety.

The reasons for evacuation/lockdown could be as a result of, but not limited to, the following: a chemical spillage/civil disturbance/air pollution/nearby fire/criminal activity/weapons crisis/dangerous dog/an intruder in the area etc.

At all times, everyone will be encouraged to:

- Remain calm
- Move slowly
- Obey instructions
- Do not provoke an incident

PROCEDURE

1. If there are children outside, the Headteacher, or designated person, will ring the bell continuously and ensure that the children enter the school as calmly as possible and return to their own base class. Teachers and staff should return to their base class. SEN children should be met by their key Teaching Assistant as quickly as possible.
2. The office staff will contact the police on 999.
3. If the children are in the building, the Headteacher or designated persons will quietly inform all staff of the situation.
4. Depending on the circumstances, staff should ensure pupils remain in the classroom with locked doors and windows. Staff will be instructed as to whether it is necessary to close the shutters, move to a different area or sit down on the floor.
5. If necessary pupils may need to be evacuated, in a quiet and orderly manner, away from the situation into a safer area defined by staff or police.
6. Staff should account for all children immediately and inform the office of anyone missing.
7. Staff should try to keep the children calm.
8. If necessary, parents/carers should be notified as soon as practicable to do so via Class Dojo and Pupil Asset messaging service that there is a lockdown situation, they should be given enough information about what will happen so that they are reassured that everything possible is being done to ensure their child's safety:
 - a. they should not contact the school as this will tie up the phone lines;
 - b. they should not attend school as this could interfere with the emergency services access to school and they may put themselves in danger;
 - c. they should wait for the school to contact them about when it is safe to collect their children.
9. Pupils will not be released to parents during a lockdown.
10. Parents should know that there is a Lockdown Plan and that a copy is on the website.
11. If it is found to be necessary to evacuate the building, the fire alarm will be sounded.
12. School should stay in contact with Emergency Services at all times and follow their instructions.
13. Lockdown information should be displayed in every classroom/area.