

Yeadon Westfield Infant School

Invacuation Plan 2020

Review 2023

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, governors and volunteers to share this commitment. This policy should be read in conjunction with all other school policies.

It is our belief that our invacuation policy should be age appropriate and designed to keep the children safe rather than scare and unsettle them. This policy will outline procedures should the school receive warning of a threat to our community.

An invacuation procedure drill [similar to a fire drill] will take place termly. Its purpose is to ensure that we have a secure learning environment in which the children and staff are familiar with the systems and procedures to keep them safe in the case of an emergency.

Teaching Staff will explain the procedure with their class. Invacuation procedures are used in response to an external or internal incident which could be a threat to the safety of children and staff in our school. Procedures may be activated in response to any number of situations eg:

- A reported incident, disturbance in the local community.
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
- An intruder on site.
- A major fire in the vicinity of the school
- The close proximity of an unaccompanied animal eg a dog.

Our procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all children and staff.

INVACUATION PROCEDURE

Invacuation procedures are a sensible, reasonable and proportionate response to any external or internal incident which has the potential to pose a threat to the

safety of pupils and staff in our school. Procedures aim to minimise disruption to the learning environment whilst securing the safety of all our pupils and staff.

Our school's Invacuation plan is as follows:

Signals	
Signal for Invacuation	Office let classes in school know Hooter sounded in the playground
Signal for all-clear	Office will let classes know
Invacuation	
Procedure	<ol style="list-style-type: none"> 1. Hooter sounded on the playground 2. Children outside go through the nearest entrance to the hall as hooter sounds. 3. All teaching staff go to the hall and Office staff return to the Office 4. Visitors go to the hall 5. External doors and windows are shut 6. Each class to take their register and H/T to liaise with Office ALL PRESENT or names of missing children / adults 7. When appropriate, Office will let classes know that the Invacuation has ended

Our Lockdown Procedure

Signal for Lockdown	Hooter sounded on the playground
Signal for all-clear	Office will let classes know.
Invacuation	
Room most suitable for Invacuation	All children will proceed to the hall with their class teachers and support staff All visitors will proceed to the hall Office staff to Office Kitchen staff to kitchen
Entrance points (e.g. gates, doors and windows) which should be secured	<ol style="list-style-type: none"> 1. Member of staff to sound hooter on the playground 2. Children outside to go to the hall on hearing hooter 3. All teaching staff to go to the hall and

Office staff to return to the Office
Visitors to the hall

Kitchen staff return to kitchen

4. External doors and windows are shut.
Blinds are pulled down, lights turned off
and doors locked
5. Children sit on the floor, under tables or
against a wall
6. All keep silent and out of sight
7. Each class to take their register and H/T
to liaise with Office ALL PRESENT or
names of missing children / adults

Office Procedure

8. Office staff return to the Office
9. Office Reception window shut and locked,
blinds drawn and door to corridor locked.
Office to
10. Ring 999
11. Ring Leeds Crisis Line -3783645

STAY IN - Remain inside until the all-clear has
been given, or unless told to evacuate by the
emergency services.

TUNE IN

12. If possible and where appropriate,
establish internal communication via
mobile phone
13. If possible and where appropriate, obtain
local news updates via mobile / computer

**When appropriate, Office will let staff know
that the Lockdown has ended**