BADSWORTH
CofE School

CARE – Prepare – Believe
'I can do all things through Him who strengthens me'
Philippians 4:13

CRITICAL INCIDENT POLICY
March 2026

Including – Unplanned School Closure Procedure
Evacuation Procedure
Invacuation Procedure (Lockdown / Stay in Procedure)

This policy forms part of the school's overall Health and Safety Policy and Procedures.
See also Fire Evacuation Procedures within the Health & Safety Policy

It addresses the personal safety of pupils, staff and visitors in the event of an emergency/critical incident.

In the event of the Headteacher's absence from school, their responsibilities described below, will be passed on utilising the following hierarchy:

Deputy Head → EYFS & KS1 Team Leader → SENDCO

CRITICAL INCIDENT PROCEDURES

A critical incident could be one of the following:

- A natural disaster (e.g., severe flooding, strike by lightning)
- Severe weather conditions
- An accident involving serious injury or death in school or of pupils out on visits
- Serious damage to part of the school or its grounds
- A health hazard (e.g., toxic fumes, disease epidemic)
- Neighbourhood incident
- A bomb scare
- Violence / threat from an intruder on the premises
- Animals on the premises
- School closure in response to specific situations or incidents (e.g., weather, damage to building etc.)
- A child running away from school
- Incidence of bullying that reaches the media
- Accidents out of school
- Allegations about a teacher which reach the media
- Complaints about a pupil(s) which reach the media

Effective responses to a critical incident are supported by key management/ organisational procedures in place at all times. E.g.: -

ATTENDANCE PROCEDURES

Registration opens at 8.50a.m. and at 1.00p.m.

As part of the organisation of school administration, for security and critical incident procedures all electronic registers should be saved and returned to the office within 10 minutes of the beginning of each school session.

When children arrive late, they are signed in the pupil book at the school office and the register is updated accordingly. Children who leave school for any reason during the day will be signed out in the Pupils' Book at the front of school.

Lunchtime supervisors will be informed each day of the number of children in attendance in each class.

External providers working with children will know the number of children present in the class they are working with.

After school club leaders will take the register at the beginning of the session.

Any child who feels unwell during the school day or whose parents have asked if they may stay in at playtimes will stay in the Junior Library where they can be clearly seen by staff on junior block duty. At lunchtime they will stay in the Infant Library.

Junior block shared area is supervised by a staff member during playtimes and prefects at lunchtime.

STAFF SIGNING IN/OUT REGISTER is kept at the front of school and staff log in on entry to school and when leaving the building at the end of the school day. Staff going out at lunchtime should sign out/in. Staff attending off site meetings, courses or appointments should also sign out /in.

SECURITY

The main entrance to school is fitted with a security key pad which staff access with a secure code and can be operated from inside the Secretary's Office. Security key pads are fitted to the back door to the main block and the main doors to both the Junior and Year 2/3 Block.

Each classroom, main office, HT Office, hall, MI room, kitchen and the staff room has a radio. The radios have a group call button and provide a communication network across the three school buildings.

Children move around the school in pairs when not with the whole class.

All staff will carry a whistle when on duty on the yard and a radio.

All staff wear a Local Authority photograph ID badge. Governors also have ID badges. Friends Of Badsworth School also have ID badges.

All visitors to school will be signed in the visitor's book and they will be given a Visitors badge to wear. Pupils and staff are reminded to look to see if a stranger to school is wearing a badge.
Yellow Badges = DBS checked Red Badges = Not DBS checked

The school gates are locked shortly after 8:50 a.m. when the children are no longer on the playground. The gates are unlocked shortly before the end of the school day.

VISITORS

All visitors will report to the office at the front of school and on admittance they will be signed in the visitors' book. Visitors staying in school will be given a date stamped yellow or red visitors' badge.

PLAYTIME PROCEDURES

A duty rota operates. Staff unable to undertake their duty will swap duty with a colleague. If it clashes with the duty rota, staff out of school on visits or on training courses will arrange cover for their duty.

One member of staff is on duty in the Junior Block. Four members of staff are on duty at morning breaktime. Playtime buddies also support children at playtimes.

Staff carry a whistle and a radio.

Children are not sent out for playtime until a radio message is sent by the duty members of staff confirming they are present on the yards.

All pupils must be able to see staff on duty or they are out of bounds.

Children do not remain in the school building unsupervised at playtimes. Staff requiring children to stay in at playtime must ensure they are supervised by an adult.

Children authorised to remain indoors will be supervised in the Junior Library.

During morning break, children who are unwell or have a minor accident at playtime will be attended to in the First Aid Room (MI Room) by a member of staff.

Accidents are entered in the First Aid Book and on the appropriate electronic accident forms if necessary.

Cause for concern incidents are reported on CPOMS or the green Cause for Concern form is completed.

Parents/Carers are notified as appropriate via a telephone call if more serious or a 'I have hurt myself today' slip is sent home.

The end of playtimes are signalled in the following way: -

- **Radio message is sent to alert staff playtime whistle will be blown. Staff go to yard to collect their class.**
- **Blow of whistle, pupils stand still.**
- **Pupils line up in their class lines**
- **Pupils await instructions from their teacher.**

LUNCHTIME PROCEDURES

Each class has a DRA.
DRA's carry a whistle and a radio.

All pupils must be able to see DRA's on duty or they are out of bounds.

Children do not remain in the school building unsupervised at lunch times. Staff requiring children to stay in at lunchtime must ensure they are supervised by an adult.

Children authorised to remain indoors will be supervised in the Infant Library situated in the main school building.

Children who are unwell or have a minor accident at lunchtime will be attended to in the First Aid Room (MI Room) by the lunchtime first aider.
Accidents are entered in the First Aid Book and on the appropriate electronic accident forms if necessary.

Cause for concern incidents are reported on CPOMS or the green Cause for Concern form is completed.

Parents/Carers are notified as appropriate via a telephone call if more serious or a 'I have hurt myself today' slip is sent home.
The end of lunchtimes are signalled in the following way: -

- **Radio message is sent to alert staff lunchtime is over.**
- **Blow of whistle, pupils stand still.**
- **Pupils line up in their class lines**
- **Class teachers collect classes from the yard**

SERIOUS ACCIDENT OR ILLNESS

If a pupil has a serious accident or becomes seriously ill an ambulance will be called for and parents/carers will be contacted. School will not wait for permission from parents/carers before taking this action.

Staff will not transport pupils to hospital but may accompany a pupil in the ambulance if parents/carers cannot be contacted.

Staff will only transport pupils to hospital in a private vehicle as a last resort. Two members of staff will accompany the child. The school's insurance policy covers staff transporting children in their vehicles.

Staff must complete the appropriate official accident form using the H&S portal via Wakefield Education Services or using the QR code on the H&S information board in the staff room as detailed in our Health & Safety Policy - Accident Procedure.

Accidents which require a parent/carer to be informed immediately are also logged on an electronic accident form and less serious accidents are only logged in the first aid book.

INCIDENT OUTSIDE THE SCHOOL BUILDING

If there were an incident, i.e., a serious accident, animals on school grounds, a decline in weather conditions etc. we would operate the end of playtime procedure:

- **Blow of whistle, pupils stand still.**
- **Pupils await instructions.**

One of the school's first aiders will administer the appropriate first aid. A member of staff will telephone the emergency services.

MISSING CHILD See Missing Child Policy

If a child runs away from the school or a child is missing the following procedure will be adopted:

1. Member of staff alerts other staff
2. Immediate search of school grounds and school buildings
3. Police phoned
4. Parents/carers phoned
5. Children interviewed if appropriate
6. Child found - if possible

VISITS

All visits out of school are initially entered on a visit proposal form and submitted to the HT/School office for initial viability arrangements – e.g., transport booking, costings, staffing etc. All visit plans and risk assessments are then submitted for approval on EVOLVE. (The LA's approved Educational Visits electronic management system). All supervising adults on trips will be given a copy and sign the risk assessments.

Visits around the village will not be entered on EVOLVE. A Risk assessment for these events is in place and should be updated and signed by visitors.

If a pupil has an accident requiring immediate medical attention while out of school on a visit, they will first be taken to hospital by ambulance and parents/carers will be contacted by school. School will not wait for permission from parents/carers before taking this action.

INFECTIOUS ILLNESS

In the case of a pandemic the school will follow any current guidance issued by the DfE/NHS

In the case of a flu pandemic the school will wait for guidance from the Government through Local Authority channels of communication on whether to stay open or not.

The school will positively encourage staff members who are ill not to come into school. Should the Headteacher be ill, responsibility for the school will pass to the Deputy Headteacher and then on to the EYFS/KS1 Team Leader then the SENDCO.

The school will do its best to remain open, including the reorganisation of classes, however in the event that there were insufficient qualified staff to run the school safely the Headteacher (or in the case of their illness, their stand in), has delegated authority from the Board of Governors to close the school. In case of the Headteacher's illness, authority is delegated to the Deputy or EYFS/KS1 TEAM Leader and then SENDCO as appropriate. If the entire senior management team are absent responsibility is delegated to staff members beyond the threshold. The school will not operate with no staff present; however, adult helpers might be used to support in supervising classes.

Any announcement of closure will be done via Arbor, (both email and in-app notification) Facebook and the school website, public announcements on the Council website and notices posted on the various external notice boards.

If for any reason the infection control of the school cannot be maintained, the school would have to close. Staff will be informed via email by Arbor.

In the case of closure, the Local Authority will be informed.

In the event that the kitchen had to close due to sick staff and cover could not be arranged by the school meal provider, parents/carers would be requested to send in a packed lunch until such time as the kitchen could reopen.

Should the school need to close for a length of time we will 'do our best to provide some form of education by remote methods for the duration of the closure, to the extent that this is reasonable' in our 'individual circumstances'. This could be via google classroom, the websites class pages, Facebook messages or Arbor in-app notification.

We shall try to ensure that our children and parents/carers adhere to key public health messages.

COUNSELLING:

In the case of bereavement in particular, but for other incidents as well, the school would offer counselling for staff and/or pupils. If required this could involve the support of external agencies. Pastoral support would also be available through the Rector of St Mary's church if appropriate. Within school, we also have three trained Mental Health First Aiders who would support staff and children.

UNPLANNED SCHOOL CLOSURE PROCEDURE

See LA Unplanned School Closure Procedure Document

An unplanned school closure could be as a result of: -

- Heating system failure
- Electrical failure
- Water supply failure
- Health & Safety is jeopardised

Where possible the school will follow the advice and guidance from the LA.
Parents/Carers will be informed as soon as possible of the need to close the school. Depending on the incident this could be before the start of the school day, during the school day or at the end of the school day and therefore affecting the next day.

Parents/Carers will be contacted via Arbor email or in-app notification, or phone call. Messages will be posted on the school website, and the school Facebook page. A message will be placed on the school answerphone. If appropriate notices will be posted on school notice boards.

Staff will be informed via email by Arbor.

Re-opening messages will be communicated as soon as possible via the above methods.

ADVERSE WEATHER

As a result of severe weather and the need for unplanned closure school will attempt the following: -

- During the Autumn Term or early in the Spring Term parents/carers will be reminded, via newsletter, of the procedure for managing winter weather conditions in school and if school closure becomes necessary.

First Day of Adverse Weather resulting in unplanned school closure

- The Premises Supervisor will report to the HT (or in the absence of HT the DH or EYFS & KS1 Team Leader/ SENDCO) regarding the position of the school site and access to the school site from the roads.
- If access is possible, the school site is safe and the weather conditions are stable then it may seem possible for school to open.
- Staff should attempt to report for work.
- Staff will inform HT (or in the absence of HT the DH or EYFS& KS1 Team Leader/SENCO) as soon as possible if they are not able to report for work.
- As soon as possible HT (or in the absence of HT the DH or EYFS&KS1 Team Leader/SENCO) will make the decision to inform parents/carers if school is not able to safely open.
- The Senior Admin Officer or School Business Manager will also inform parents/carers via Arbor and the school website. The day and date will be clearly stated.
- They will inform the LA following the unplanned school closure procedure.
- School will update the school's Facebook account. The day and date will be clearly stated.
- Staff will be informed via Arbor email or in-app notification.

First Day of Adverse Weather resulting in school remaining open

- The Premises Supervisor will report to the HT (or in the absence of HT the DH or EYFS & KS1 Team Leader and then SENDCO) regarding the position of the school site and access to the school site from the roads.
- If access is possible, the school site is safe and the weather conditions are stable then it may be possible for school to open.
- Staff should attempt to report for work.

- As above Staff will inform HT (or in the absence of HT the DH and in the absent of the HT and DHT the EYFS & KS1 Team Leader) as soon as possible if they find they are not able to report for work.
- As soon as possible, providing enough staff have reported for work the HT (or in the absence of HT the DH and in the absent of the HT and DHT the EYFS & KS1 Team Leader) will make the decision to inform parents school is able to safely open.
- The Senior Admin Officer or School Business Manager will inform parents/carers via Arbor and the school website. The day and date will be clearly stated.
- School will inform parents via the school's Facebook account. The day and date will be clearly stated.

Subsequent Days of Adverse Weather resulting in school closure

- The Premises Supervisor will report to the HT (or in the absence of HT the DH and in the absent of the HT and DHT the EYFS & KS1 Team Leader) the conditions of the school site and access to it.
- HT (or in the absence of HT the DH and in the absent of the HT and DHT the EYFS & KS1 Team Leader) will make a decision if school is to open or close.
- If school will close HT will firstly telephone School Business Manager or Senior Admin Officer who from home will inform parents/carers via Arbor and the school website. They will inform the LA following the unplanned school closure procedure. The day and date will be clearly stated.
- The Senior Admin Officer from home, will inform parents/carers via the school's Facebook account. The day and date will be clearly stated.
- The School Business Manager will inform staff via Arbor.

Subsequent Days of Adverse Weather resulting in school open

- The Premises Supervisor reports to HT
- HT to contact School Business Manager or Senior Admin Officer who from home will inform parents/carers via Arbor and the school website. They will inform the LA following the unplanned school closure procedure. The day and date will be clearly stated.
  The Senior Admin Officer, from home, will inform parents/carers via the school's Facebook account. The day and date will be clearly stated.

Deterioration of Weather During the School Day

Should the weather deteriorate during the school day admin staff will contact parents/carers via Arbor informing them of the need to close the school.

Parents/Carers should collect children from school as soon as possible.

Staff with the furthest travelling distance will leave school as soon as possible.

Sufficient staff needed to supervise remaining children will stay with the children until they are collected.

EVACUATION PROCEDURE

Evacuation of the school buildings and grounds may be necessary for a number of circumstances. For example: -

- Fire (see separate procedure below and Health & Safety Policy)
- Flooding
- Gas escape
- Building damage

In the event of an evacuation, the following will be taken from the Office:

- Evacuation report (Class list if evacuation report not generated at the time.)
- Visitors' and pupils' books
- Grab bag with critical incident folder - including a list of pupils' telephone numbers/ emergency contacts, procedure policy, and inventory, class list for writing who collected each child
- If appropriate Emergency Evacuation Kit from outdoor learning shed
- Church key
- Staff In/Out Folder

If the evacuation is for a reason other than fire the following procedure will operate: -

- The HT or DHT will use the radio to signal the need to evacuate the school building and grounds. Staff will acknowledge receipt of the message.
- The location for evacuation will also be informed via radio using the agreed key words – **'church' or 'Rogerthorpe'**
- Children will line up in register order and follow the adults' instructions for safely and calmly leaving the school site.
- Children will quickly but calmly walk to the designated evacuation centre.
- Where possible, pupils' inhalers/medication should be taken out.
- EHCP pupils will be the responsibility of their support assistants or in their absence the class teacher.
- On exiting staff will check that neighbouring classes have received the message as appropriate.

When the message to evacuate has been conveyed a member of the office staff or senior management team will phone the emergency services.

When contacting the emergency services the following information should be relayed:

1. Your name.
2. Your telephone number that you are calling from.
3. The school's name and address.
4. Details of the incident.

AND

Contact the Council's Emergency Planning Officer: ring the council's switchboard **0345 8 506 506** who will put you in touch with the Duty Officer. Inform the Duty Officer of the nature of assistance required - dealing with the media; transport; catering; communications; administrative support.

If re-entry into the school office is impossible and a telephone call to the emergency services was not made beforehand, the SBM/Senior Admin Officer/Headteacher/Deputy Headteacher will make that call using either a personal mobile phone or kitchen mobile phone.

Arrangements have been made with the Parochial Church Council (PCC) to use St Mary's Church as a refuge in the event of an emergency. The same permission has been given by Mr Richard Metcalfe of Rogerthorpe Manor. At the evacuation site, the class teachers will stay with their pupils. Evacuation to these sites is practised.

Where it is appropriate, parents/carers will be contacted and asked to collect their children. Pupils will only be released to the person who normally collects them from school. Bus pupils will be retained and their parents/carers informed. In the critical incident folder, there is a class list for teachers to write against the pupils' names, who has collected them.

The police will regulate entry of parents/carers where they deem this to be appropriate.

If possible, parents/carers will be informed of any emergency via Arbor – email/in app message, telephone, Facebook and the school website. Wakefield's Customer Services Centre can be contacted on 0345 8 506 506 to enquire about school closure/re-opening. Alternately www.wakefield.gov.uk display school closures.

The Headteacher, or in their absence the Senior Staff member present, will liaise with the Emergency Services and Wakefield – they will help school formulate a Press statement.

Only the Headteacher or in their absence the Deputy Headteacher will speak to the Press. Other members of staff/helpers will say, "All media enquiries are being dealt with by the Headteacher/Deputy Headteacher. Please see them."

The Headteacher/Deputy Headteacher will keep a log of events.

FIRE EVACUATION PROCEDURES

The fire bells will be tested by the Premises Supervisor weekly. The Premises Supervisor will record this in the Fire Book, which is kept in the Premises Supervisor's cupboard. Any faults must be reported immediately.

Fire doors should be kept closed at all times.

Fire drills will be held each term, at random times and days so that pupils and staff meet a variety of situations. The date, time and length of time taken to evacuate will be logged on the Fire Record.

Staff will familiarise themselves with the position of the fire alarm bells, the position of the firefighting equipment and fire awareness training will be undertaken every year. The procedure "In the Event of a Fire" must be displayed in each classroom and shared area throughout both buildings of the school.

Each class will be given details of the procedure to be followed in the event of a fire at the beginning of the school year.

The office staff will be responsible for the signing in/out books and for ensuring that the evacuation reports are taken to the assembly point.

In the event of a fire: -

- The fire alarms will be activated.
- ALL pupils, staff and visitors will evacuate the building. Personal safety is of paramount importance. The Headteacher, Deputy Headteacher or office staff will telephone the fire brigade, stating school, position and nature of fire.
- Teachers, TA's and DRA's are responsible for checking that all the children in their charge are accounted for. The Children will exit the building in front of the staff member. The staff member will 'sweep' the room and if possible shared area, cloakrooms and toilets prior to exiting the building themselves, closing doors and windows behind them. If TAs are available, they could accompany the children out leaving the teacher to do the check. If possible, radios and medication will be taken**.**
- ALL pupils, staff and visitors will make their way, by the safest possible route, to the fire assembly point. (The school field. If this is unsafe then the front of school will be used.)
- The following guidance will apply unless circumstances demand alternative procedures: -

MAIN BUILDING

Hall

i) The hall will be cleared via the two fire doors or if required via the additional two exit doors. These doors will be kept clear at all times. Once the fire alarm is heard, pupils will walk quietly, in an orderly file to the school field.

ii) If exit through these doors is not possible, pupils should be led in the same manner to the nearest exterior door. Where possible, doors should be closed after the last person is clear.

iii) Concerts/Performances: Before the start of each performance the audience must be shown the fire escapes and told the procedure to follow.

Classrooms

iv) These will be cleared via the individual exterior door where possible. If no exit is possible at this point, pupils must be led to the nearest exterior door. Doors and windows should be closed after the last person is clear.

Shared Areas

v) Adults supervising children in these areas must be aware of these fire regulations. They will evacuate through the nearest exterior door and supervise the children walking quietly, to the assembly point.

Administrative Block/Staff room

vi) These will be evacuated via the nearest exit door. Doors and windows should be closed after the last person to leave the area.

Kitchen

vii) The kitchen will be evacuated via the kitchen outside door. Doors and windows should be closed after the last person to leave the area. All kitchen staff will assemble on the school field.

JUNIOR BLOCK & MOBILES

Classrooms

viii) These will be cleared via the individual exterior fire door where possible. If no exit is possible at this point, pupils must be led in silence to the nearest exterior door. Doors and window should be closed.

Junior Block Resource Area

ix) This will normally be cleared via the main entrance to the junior building. If this is not possible, then the nearest exterior door should be used.

Cloakrooms, toilets, etc

- These should be evacuated via the nearest exterior door, either the main entrance or a fire door. If this is not possible, then the nearest classroom fire door should be used. Doors and windows should be closed on leaving.
- Once assembled teachers will take a register and confirm with admin staff the number of children accounted for.
- All children, staff and visitors will remain (if safe to do so) in the assembly area and will follow advice from the emergency services.
- The procedure for evacuation and/or collection by parents/carers will be followed.

INVACUATION PROCEDURE (Lockdown/Stay In)

As part of our Health and Safety policies and procedures the school has an Invacuation Procedure. During an emergency incident within a school, it may be appropriate for pupils and staff to seek the protection of the school building and it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

In these circumstances the Invacuation Procedures should be activated.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal 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 whilst ensuring the safety of all pupils and staff.

Invacuation procedures may be activated in response to any number of situations, these may be:

- A reported incident, civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils);
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous animal

Types of Invacuation Procedure

There are two main types of Invacuation Procedure: -

Lock-down a procedure by which all pupils and staff are locked into the school/setting to protect them against an external threat (e.g., intruder on the school/setting site)

Stay-In a procedure by which all pupils and staff are confined to the school/setting to protect against an external threat (e.g., toxic plume)

It is important that staff, governors, parents/carers and children are familiar with the critical incident procedures.

Fire drills are practised termly.

Children are familiar with travelling to church and Rogerthorpe Manor and this route is the evacuation procedure.

Invacuation procedures - lock down/stay in drill will be undertaken at least once a year.

Parents/carers too will know that the school has Evacuation and Invacuation procedures.

The following will address actions to be taken in the event of either type of Invacuation Procedure activation.

Activation

The arrangements set out in the Invacuation Procedures will be activated at the discretion of the Headteacher or other personnel in control (i.e., Police, Local Response Manager, Family Services Emergency Planning and Business Continuity Manager, Family Services Site Liaison Officer and/or Wakefield Council Duty Emergency Manager). Any member of staff who is informed of or becomes aware of the likely need to activate the Invacuation Procedures should inform the Headteacher or other personnel in control immediately.

The signal for the activation of the Lock-down Procedures is: Radio Message of 'long whistle x 3 times'. Once staff hear this whistle, this signal should be repeated internally to share the signal around school.
The signal for the activation of the Stay-In Procedures is: Radio Message of 'Stay-in' x 3 times

Procedure: -

- Staff are alerted to the activation of the Invacuation procedure and type of procedure via radio message.
- If possible, office staff dial 999 for each emergency service that the incident requires.
- Pupils who are outside of the school buildings to be brought inside as quickly as possible. (to the nearest place of entry into a building)
- Those inside the school will remain in the room or area they are in.
- Catering Staff to close back door to kitchen and turn off lights.
- In lock down internal classroom doors may also be locked.
- If possible, windows will be screened. (Lock down)
- Children will be positioned away from possible sightlines. (Lock down)
- Lights, interactive boards and computer monitors to be turned off. (Lock down)
- Air conditioning unit will be turned off.
- Mobile phones put on silent (Lock down)
- Children or staff not in class for any reason will proceed to the nearest occupied classroom/area and remain with that class and class teacher
- If possible, staff should notify the office by phone/radio that they have entered lock down/stay in
- If possible, staff should notify the school of any children not accounted for to enquire if they are with another class or area of school
- NO ONE SHOULD MOVE ABOUT THE SCHOOL
- Staff to support children in keeping calm and quiet.
- Staff to remain in lock down/stay in positions until informed by key staff.
- As soon as possible after the lock down/stay in staff and children return to their base classrooms and conduct a register and notify the office immediately of any pupils not accounted for
- At any point during the lock down/stay in, a message may be sent to evacuate the building.
- During the lock down/stay in, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.
- Staff cannot sign out or leave the premises during lock down/stay in without prior agreement of the Headteacher.

Communication between parents/carers and the school

School Invacuation procedures, especially arrangements for communicating with parents/carers, will be shared by newsletter and via the school's policies on the website. In the event of an actual lock down/stay in development is communicated to parents/carers as soon as is practicable.

Parents/carers will 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;
- Parents/carers should not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers;
- Parents/carers should not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger;
- Pupils will not be released to parents/carers during a lock down
- Parents/carers should wait for the school to contact them about when it is safe for them to come and collect their children, and where this will be from
- If the end of the day is extended due to the lock down, parents/carers will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- Parents/carers will be notified as soon as it is practical to do so via the school's established communication network – website/ email / telephone/Facebook

INTRUDERS

If an intruder appears on the school premises: -

- The person who becomes aware of an intruder raises the alarm to activate lock down procedures.
- Lock-down procedures are activated by all staff.
- A 999 call is made.

Actions to be Taken

On activation of the Invacuation Procedures the following actions should be taken: -

Lock-down

Stay-In
(*Go in – Stay in – Tune in*)

Telephone Emergency Services, if appropriate

Ensure all pupils and staff are inside the building

If appropriate, move pupils away from the incident (i.e. the other side of the building or an internal room)

Lock/secure all external doors and windows

Shut all internal doors and windows, close curtains and blinds, turn off the lights
Use furniture to protect children – e.g. under tables, behind cupboards etc.
If possible, keep children out of sight.

Shut all doors and windows and switch off air conditioning and/or ventilation systems

Ensure all pupils and staff are accounted for

Consider activating the school/settings Emergency and Business Continuity Response Plan

Inform the Local Authority, who will assist in managing your response, informing parents/carers etc

If parents/carers/visitors arrive at the school/setting they will be advised, by the Emergency Services, that they cannot enter until the 'All Clear' has been given

If parents/carers/visitors arrive at the school/setting you should advise them to stay in the school/setting until the 'All Clear' has been given

Listen to local radio, for regular up-dates

Respond to directions from the Local Response Manager or other personnel in control (i.e., Police, Family Services Emergency Planning and Business Continuity Manager, Family Services Site Liaison Officer and/or Wakefield Council Duty Emergency Manager)

Remain inside until an 'All Clear' is given, or you are told to evacuate by the Emergency Services

INVACUATION (INCLUDING LOCKDOWN) – Badsworth CE J&I School

<table>
<tr><th colspan="2">INVACUATION (Stay In)</th><th colspan="2">INVACUATION WITH <u>LOCKDOWN</u></th></tr>
<tr><td colspan="4"></td></tr>
<tr><td>Signal for Activation</td><td>Radio message of ‘stay-in’ 3 times</td><td>Signal for Activation</td><td>Radio message of ‘long whistle’ 3 times. Once staff hear this whistle, this signal should be repeated internally to share the signal around school.</td></tr>
<tr><td>Signal for All Clear</td><td>Radio of invacuation all clear 3 times</td><td>Signal for All Clear</td><td>Radio message of ‘Lockdown over’</td></tr>
<tr><td colspan="4">GO IN - Ensure all staff/pupils/service users/visitors are safely inside the school building.</td></tr>
<tr><td colspan="2">Close entrance points (e.g. doors, windows) to prevent the animal/pollutant etc entering the building.

If possible close off ventilation and air-conditioning units.
People responsible:
Air-con – adult in the classrooms
Ventilation – Premises Supervisor if on site or available</td><td colspan="2">Lock and secure entrance points (for example - doors, windows), to prevent the intruder/violent person etc entering the building.

Where possible, close blinds to prevent intruder/violent person seeing inside the school building.

Lock doors wherever possible e.g. office, classroom doors, staffroom door, toilet door</td></tr>
<tr><td colspan="2">Go to a designated safe area, if appropriate. (Depending on the situation it may be possible for the establishment to continue business as usual)</td><td colspan="2">Go to a designated lockdown area.
Close doors and windows on-route.
Block access points (for example - move furniture to obstruct doorways).
Sit on the floor, under tables or against a solid wall.
Keep out of sight.
Keep silent.
Draw curtains/blinds.
Turn off lights.
Turn interactive whiteboards off.
Stay away from windows and doors.
Put mobile phones on silent.
Teachers to take school iPad / laptops and their mobile phones to invacuation point if possible (this is the exception to the rule in the use of mobile phones in school)
Admin Officer to take Grab-bag from school office</td></tr>
<tr><td colspan="4">Dial 999 – Ask for appropriate Emergency Service(s)</td></tr>
<tr><td colspan="4">Ensure that staff/pupils /service users/visitors are aware of an exit point in case evacuation becomes necessary.

(for example - fire, instruction from emergency services)</td></tr>
<tr><td colspan="4">If possible, account for all staff/pupils /service users/visitors without putting yourself at risk, report those unaccounted for to the Emergency Services</td></tr>
<tr><td colspan="4">STAY IN - Remain in the designated safe/lockdown area until all clear signal is given or told to evacuate by the Emergency Services.</td></tr>
</table>

TUNE IN - If possible, and appropriate, obtain local news updates via radio/TV/computer.

TUNE IN - If possible, and appropriate, establish internal communication via WhatsApp group and school e-mail

	Move From	To		Move From	To
Designated Safe Area(s)	Foundation Stage	Foundation Stage	**Designated Lockdown Area(s)**	Foundation Stage	Foundation Stage – move to central carpet area in front of electrical room
	Year 1	Year 1		Year 1	Year 1 classroom – some children in the stockroom, under tables which are moved below the window
	Infant Library	Infant Library		Infant Library	Infant Library – shut window curtains
	MI Room	MI Room		MI Room	Close door, go behind the curtain near the sink
	Main Entrance including old computer suite	Main Entrance including old computer suite		Main Entrance including computer suite	Computer suite – under desks below the window and shut blinds
	Administration Office	Administration Office		Administration Office	Admin office – under desks
	Hall	Hall		Hall	PE cupboard, Dining table store
	Year 2 & 3	Year 2 & 3		Year 2 & 3	Stockroom and corner in front of the storeroom barricade door with tables on their side
	Year 4, 5 & 6	Year 4, 5 & 6		Year 4, 5 & 6	Under tables, positioned under windows on the back wall by the fire exit
	Junior Shared Area	Junior Shared Area		Junior Shared Area	Return to classroom if possible. Hide in disabled toilet and lock door.

	HT 's Office	HT 's Office		HT 's Office	Hide under HT's desk, under window, cover window in door. Shut blinds
	SBM's Office	SBM's Office		SBM's Office	Hide under desk, Shut blinds
	Kitchen	Kitchen		Kitchen	Hide in toilet, changing area where there is no window.
	Staffroom	Staffroom		Staffroom	Shut blinds, hide under desk in PPA room, under window/under DHT desk
	TJ's Room	TJ's Room		TJ's Room	Shut blinds, Hide under tables, under the window
	Premises Supervisor	Premises Supervisor		Premises Supervisor	Stay in the room and lock the door.

Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) must be pre-arranged.	
Name of venue	St. Mary's Church
Type of venue	Church
Contact name	Karen Young
Contact telephone number	01977 613834
Exit from school site via Badsworth Way or Main School Key for school exit gates: **Badsworth Way** – Hall, Mobile Classrooms - cloakroom, FS Classroom, Junior Block staff only cupboard **Nursey Gate** – Year 1 Classroom - cloakroom	

MEDICATION
Where possible remember to take individual child's regular medication Inhaler EpiPen Other long-term medications

WATER
If possible, children and staff should take water provision with them to the safe space – e.g. school water bottle.

Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) must be pre-arranged.	
Name of venue	Rogerthorpe Manor
Type of venue	Hotel
Contact name	Richard Metcalfe
Contact telephone number	01977 643839
Exit from school site via Badsworth Way or Main School Key for school exit gates: **Badsworth Way** – Hall, Mobile Classrooms -	

cloakroom, FS Classroom, Junior Block staff only cupboard **Nursey Gate** – Year 1 Classroom - cloakroom

Grab bag contents – Contents to be checked periodically
Green High Viz Torch Whistle Hazard marking tape Logbook/pen Solar / wind up radio 1 x Emergency foil blanket Emergency contact lists staff/pupils Full set of school site keys
Emergency Evacuation Kit (Outdoor Learning shed) – Contents to be checked periodically
30 x Emergency foil blanket First Aid Kit

EMERGENCY SERVICES NUMBERS:

Police, Fire, Ambulance	**999**
WMDC Customer Services	**0345 8 506 506**

CRITICAL INCIDENT CHECK LIST

Teachers should have:

- Whistle/ID Badge
- Pupils' inhalers and medication stored in classrooms, etc (if possible)
- Radio (if possible)

School Administrators should have:

- Evacuation Report (Or class list if report not generated.)
- Visitors and Pupils books
- Mobile Phone
- Grab bag with Critical Incident Folder – inc.: -
  - Procedure Policy
  - List of pupils' telephone numbers and medical details
  - Staff emergency contacts
  - Useful Emergency contacts
  - Inventory
  - Church key, Badsworth Way key, Year 1 side gate key, outside learning shed key
- Staff In/Out folder

Emergency Evacuation Kit

- First aid kit
- 30 x emergency foil blankets

Located in outdoor learning shed

Procedure:

Phone emergency services
Evacuate
Assemble at designated point
Register pupils
Contact parents
Toileting/Refreshments if possible

REFERENCE SHOULD ALSO BE MADE TO THE EMERGENCY CONTINUITY PLAN

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