



**G2 - School Emergency
Evacuation (incl Lockdown)
Policy**

The following information is related to:-

- 1. Fire Related Evacuation**
- 2. Emergency Evacuation**
- 3. Lockdown Procedures.**

An emergency evacuation may be required at any time and may not necessarily be as a result of fire. For the purposes of this policy, the following document also outlines events and actions to be taken in the event of a lockdown.

1. Fire Related Emergency Evacuation Procedures

Actions to be taken in the event of fire.

- In the event of a fire being discovered the alarm should be raised by making use of the nearest accessible Manual Call Point (Break Glass).
- Fire detectors are strategically placed throughout the school building to detect smoke and heat.
- It is the school policy that all untrained staff, and indeed pupils are to exit the building in a quick and calm manner.
- In the case of ***suitably trained staff only***, if it is considered that the fire is small enough to tackle then an attempt may be made to extinguish the fire. It is essential that no one is put in danger by any attempt to extinguish the fire. Do not put yourself or others in danger, if in doubt ***do not*** attempt to extinguish the fire and evacuate the building.

The Fire Alarm System.

A two stage fire alarm system is in place. The School building consists of a number of individual fire protected compartments. A fire alarm activation in any one compartment will result in the fire alarm sounding on a continuous basis throughout that compartment. The sounding of the continuous alarm ***requires*** all pupils, staff and

visitors to evacuate that compartment and to assemble outside the school at the designated Assembly Point.

Following on from a fire alarm activation in any individual compartment the fire alarm will sound in intermittent mode throughout the remainder of the School. The intermittent sounding **does not** require immediate evacuation. The purpose of the intermittent alarm is to alert occupants to the fact that an evacuation incident has occurred elsewhere in the School and enable them to prepare to evacuate should this become necessary.

Actions to be taken in the event of a continuous fire alarm sounding.

In the event of a continuous alarm sounding, pupils, staff and visitors will immediately evacuate the building by way of the shortest and safest evacuation route.

- The evacuation should be undertaken calmly and quietly.
- Those evacuating should walk, not run.
- The evacuation should not be delayed by the collection of bags, clothing etc.
- Windows and doors should, where possible, be closed during the evacuation process.
- Lifts should not be used.
- Staff and pupils who are unable to make use of stairways should remain at a designated refuge area.
- All pupils with PEEPS (Personal Emergency Evacuation Plan) will have them updated biannually
- Individual members of staff will be responsible for evacuating their classes and will remain with the class at all times.
- Staff will ensure that they maintain a record of the number of pupils present in the class at the time of evacuation, and at the arrival of the assembly point.
- Visitors will be provided with details of fire evacuation on arrival at the reception. They should be accompanied at all times, and should be escorted to the Assembly Point.

Assembly Point.

The Assembly Point is located on the running track which is located towards the Ash Path entrance to the school premises.

Upon evacuating the building, staff should ensure that they and all pupils/visitors under their control immediately make their way to the Assembly Point.

- Upon arrival at the Assembly Point each member of staff will report to the senior member of staff coordinating assembly. They should report the fact that all pupils or visitors for whom they are responsible have been evacuated safely or advise if anyone is missing.
- Members of staff will then assemble with their classes and ensure that they remain safe throughout the evacuation process.

- Pupils should remain quiet throughout and heed instructions.
- Pupils, staff and pupils **must** remain at the Assembly Point until instructed to return to the School building or to move elsewhere.
- If the evacuation has taken place at a period of the day when lunch or the end of the school day becomes due, under **no circumstances** are pupils to leave site until instructed to do so.
- In the event of the designated Assembly Point being unavailable as a result of the nature of the evacuation, pupils, staff and visitors will be directed to an appropriate alternative which will most likely be the cricket pitches.

Coordination of the Evacuation Process

The evacuation process will be coordinated by members of the Senior School staff in conjunction with the site team.

- The Head Teacher (PL) or Assistant Headteacher will generally act as **Primary Evacuation Officer**. In the absence of both these staff the next available person listed on the prioritised designated list will act as Primary Evacuation Officer.
- Members of staff designated to coordinate the evacuation process will wear high visibility jackets and will carry radios.
- The Primary Evacuation Officer will inform all radio users of his/her identity and advise that all information and instructions are to be passed through him/her.
- Radios **must not** be used for non-essential purposes during the evacuation process.
- The staff coordinating evacuation will collect a copy of the **Emergency Evacuation Checklist** from Reception.

The Investigation Process.

The Site Team staff will be responsible for investigating each fire alarm activation.

- Upon becoming aware of an alarm a member of leadership and the Premises Assistant will attend the Fire Control Panel in order to ascertain the location of the activation.
- The member of staff will remain at the panel and will direct a further member of staff to the location of the alarm activation by use of radio.
- The member of staff attending the location of the alarm activation will assess the situation and will advise the Primary Evacuation Officer by radio.

Following Investigation.

Should the investigation show that **a fire has occurred** then the member of the Site Team staff monitoring the panel will immediately contact the Fire Brigade by way of the 999 telephone system.

The Primary Evacuation Officer will continue to coordinate the evacuation process and will take the following steps:

- Consider the location of the fire in relation to the Assembly Point and if necessary direct that assembly takes place elsewhere.

- Consider the location and scale of the fire in relation to compartments of the School which have not as yet been required to evacuate.
- Direct Site Team staff to activate evacuation alarms in other areas of the School as considered necessary.
- Consider the location and scale of the fire in relation to YYD (Ysgol y Deri) and the need to advise evacuation/partial evacuation of that School.
- Immediately implement an investigatory sweep of the evacuated areas.
- Meet the Senior Fire Officer upon arrival of the Fire Brigade in order to provide details of the location of the fire, of anyone unaccounted for and of anyone remaining in a refuge area.

The Sweep.

Those members of staff undertaking the sweep of the evacuated compartment/compartments will advise the Primary Evacuation Officer of their names and the area which they are inspecting. (See sweep protocol). The Primary Evacuation Officer will record the names of those undertaking the sweep and the areas covered.

- If the member of staff designated as the primary sweeper does not report then the Primary Evacuation Officer will direct the designated alternative to undertake the sweep.
- The member of staff undertaking the sweep will inspect all rooms, corridors, toilets and stairways in the area allocated and will advise the Primary Evacuation Officer once the sweep has been completed. The time of completion will be noted on the Fire Evacuation Checklist.
- If the location and scale of the fire is such as to prevent the sweep being undertaken or fully undertaken then the member of staff allocated to undertake the sweep will immediately advise the Primary Evacuation Officer who will undertake a dynamic risk assessment.
- The member of staff undertaking the sweep will advise the Primary Evacuation Officer of the number of persons remaining in designated refuge areas. This information will be noted on the Fire Evacuation Checklist.
- The member of staff undertaking the sweep will, upon its completion, return to the refuge area and remain with those present if it is considered by the Primary Evacuation Officer that it is safe to do so.

The Assembly Point.

The member of staff designated to coordinate the Assembly Point will make contact with the Principal Evacuation Officer and will advise that they are making their way to that location. In the event of the designated member of staff being unavailable then the Principal Evacuation Officer will direct a designated alternative to undertake the duties. The Assembly Point Coordinator will undertake the following duties:

- Ensure that the assembly process is undertaken effectively.
- Receive reports from each class teacher when they have accounted for (or otherwise) all pupils for whom they are responsible.
- Confirm or otherwise that all visitors to the School are accounted for.
- Inform the Principal Evacuation Officer of the information received.
- Await instructions from the Principal Evacuation Officer.

- Ensure that no pupil, member of staff or visitor leaves the Assembly Point until so directed.
- Ensure that those assembled return to the School building in an orderly manner if the instruction to return is given by the Principal Evacuation Officer.
- Ensure that those assembled move to an alternative area in an orderly manner if so directed by the Principal Evacuation Officer.

Return to School / Further Evacuation of Site.

The Principal Evacuation Officer will liaise with the Senior Fire Officer and Premises Assistant or designated deputy following that Officer's assessment of the fire. In accordance with the advice received the Principal Evacuation Officer will either direct that the School building be reoccupied or take any other action as may be considered appropriate.

The Principal Evacuation Officer will advise the Assembly Point Coordinator of the action to be taken.

False Alarm.

If, following the investigation by Premises Assistant staff, it is found that no **fire has occurred** the Principal Evacuation Officer will be informed accordingly.

- The evacuation process will continue as set out above.
- The Principal Evacuation Officer will liaise with the Senior Fire Officer and designated member of the Leadership team deputy upon the arrival of the Fire Brigade.
- Following consultation the Principal Evacuation Officer will, if appropriate, advise the designated Leadership team member and Site staff that the alarm may be silenced.
- The Principal Evacuation Officer will then instruct the Assembly Point Coordinator that those evacuated may return to the School building.

Fire Alarm Test.

The Fire Alarm will be tested throughout the School each Tuesday morning at 7.00AM

List of Staff and Respective Duties

Primary Evacuation Officer: P.Lewis.

Reserve Primary Evacuation Officer: S McDonald.

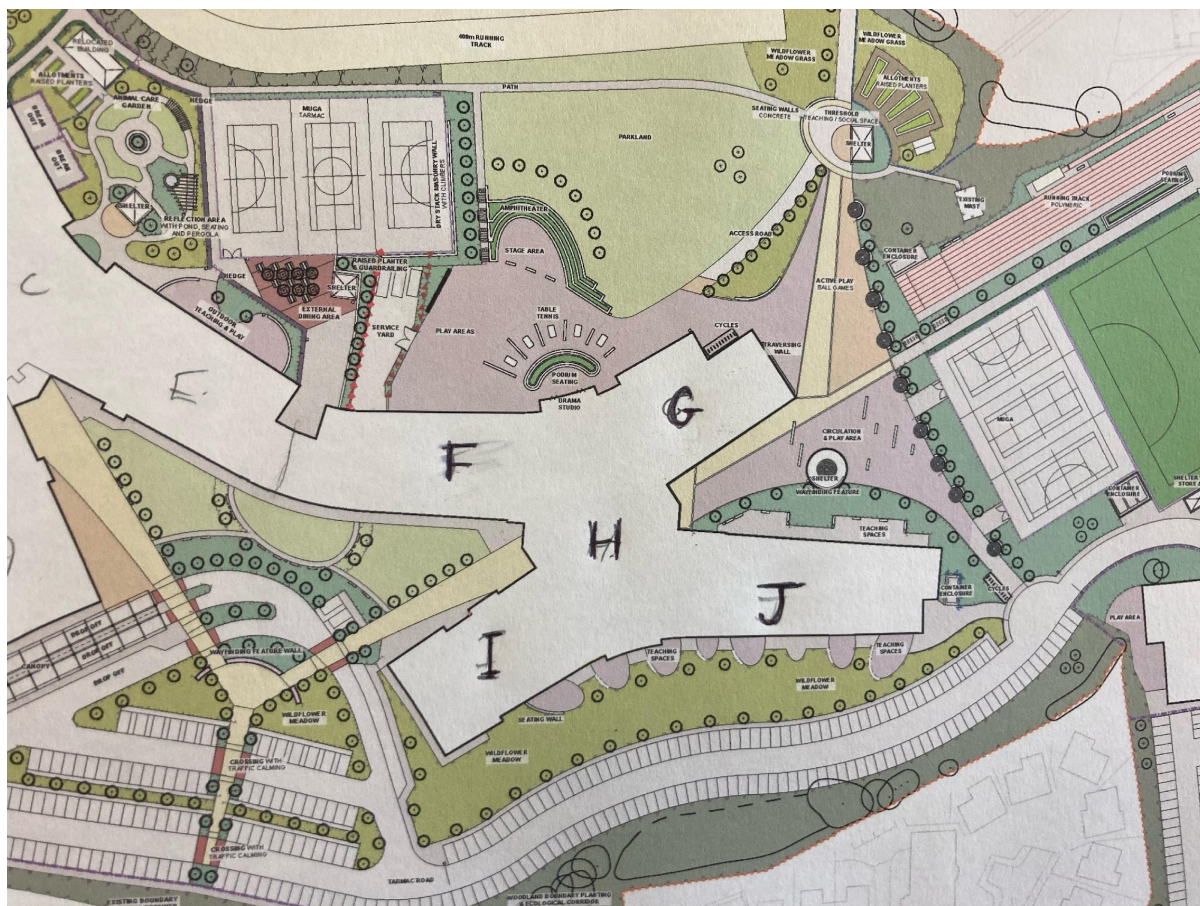
Designated alternatives: R Bruton.

Assembly Point Coordinator: R Bruton

Designated alternatives: S Mcdonald. E Laidlaw. U Hirani

Sweeps

	PRIMARY	1st RESERVE	2nd RESERVE
Block F	U Level:-LJ Lower Level: RFT Canteen/F13,12,11 NRe	P Edmunds / VPici	H Withers
Block G	TGimblett	KBerry	C Hall
Block H	P Edmunds/ TTho	KWookey/ SClarke	SMcDonald
Block I	Emily Young/PTownsend	E Laidlaw	
Block J	ABag /Gemma Lewis	U Hirani	
HUB	LDavies		



Please note that whilst works are undertaken on the annexe to J block, all pupils in the Maths area will descend the stairs and exit the building via the catering fire exit.

Site Team Member

Designated Deputy: Additional Site Team Member.

Fire Related Emergency Evacuation Briefing:

<https://docs.google.com/presentation/d/18FO0CLuF4qA1REz7EEDJAbpP25FMhc2GGGpl9KoMKgk/edit?usp=sharing>

Updated June 2025.

2. Non-Fire Related Emergency Evacuation

This section of the document has been produced in accordance with the 2017 Protecting Schools Toolbox (WECTU informed) for Headteachers issued by the Welsh Government.

The Headteacher is responsible for the overall security of the site, and is assisted in this by the Leadership team, Deputy School Business Manager and Premises Assistant. The staff body are also responsible for maintaining the integrity and security of St Cyres school, as directed by the Headteacher.

This plan works alongside) the Health and Safety Policy (G1) the Safeguarding Policy (G11), and the CCTV policy (G56).

RISK ASSESSMENT AND MANAGEMENT CYCLE

1. Threat Identification.

The threat identified in this document is categorised as an event in which the security of the site is breached by individual(s) who intend to cause harm, destruction or affect the integrity of St Cyres School and its stakeholders.

2. Establish areas in need of protection

The St Cyres building, its boundaries and its stakeholders, particularly its pupils and staff. That said, the unique context of the shared site means that we would obviously as an immediate course of action raise our concerns with YYD.

3. Identify measures to be taken

The following document identifies areas in need of protocol.

4. Review security/rehearse/review

This review will happen on a calendared review every term alongside scheduled Evacuation and Lockdown drills and INSET.

Physical Security

Access: to external site

The site is an expansive and open site: all boundaries are surrounded by fencing and where the site meets the most accessible sectors of the community, there exists recently replaced higher fencing.

That said, the front access to St Cyres and YYD, intended for the use of vehicles and adult guests, remains more open and has a lower height of boundary, with ANPR barriers, and pedestrianised gates, which can be padlocked.

There exist 4 external access points to the St Cyres site. Two points, intended to be used by the St Cyres pupils, are at the south of the site and are locked at designated times in the day. St Cyres Rd and Ash Path access points are locked at 09.10 am and opened at 14.20pm.

The front-facing guest access-points consist of a pedestrian gate which remains open and a barriered vehicles-only route which necessitates the use of ANPR or consented access via school reception. Vehicles are expected to explain the reason for the visit and there is a log of stakeholder number plates for access requirements, and a camera function which allows reception to see the individuals at the barrier. These barriers are on a timer function and are opened at the following times to allow YYD traffic and external lets access to site:

Mon- Fri : 0600-0815, 08.30 - 09.30

Mon- Fri : 1600-2200 (coincides with lettings)

Weekends: Coincides with lettings.

Access: to internal site

All external access points to the St Cyres Build require digitised passcards, but also unlock on a timer function for breaks and lunches. When doors are unlocked for break and lunches, these areas are staffed by duty staff. Fire Exit doors are routinely checked and contain battery powered sonic alarms in the event of being opened.

There is a minimum of 1 site team member on site during the school day: 0800-1530. There exists a member of the site team on site, contactable by radio or mobile phone, with a geolocation 'mandown' lanyard, at all times when the site is open. These staff members continually check access points and ensure that the building and site is appropriately locked and secured where appropriate.

All internal classroom doors require a digitised passcard to be opened and all staff members possess these. Staff are duty-bound to report the loss of these cards, and a regular audit is taken to ensure that all lost cards are deactivated. Guests have to sign in to receive a card and must sign these in on their exit through Reception. There exists a central database for all staff members' access requirements. Key staff

members, such as the Leadership team and Site Supervisor, have enhanced access to areas such as Archives and the store room.

All windows are on a latch system and have a limited opening depth. Most classrooms on the ground floor, and 7 classrooms and 3 offices on Level 1 possess external doors which are locked from the inside. All staff members are instructed to keep these doors locked unless supervised and they are not used as exits or entrances.

Penarth Learning Community: this site is leased to numerous organisations and groups after the school day concludes. As such, the facilities such as the school hall, classrooms and gymnasium in St Cyres, the hydrotherapy pool in YYD, and the various external facilities such as the 4G pitch and grass pitches welcome external lets. As such, the St Cyres and YYD site combine in after-school hours, and at these times it is the Penarth Learning Community.

Staff Security and Security Culture

Staff have undertaken a security briefing at INSET found here:

https://docs.google.com/presentation/d/1OrCh_1mU8tVh6XXaK4WyQ-Wxxl30PStMlocPbqGzaJY/edit?usp=sharing

This encourages an ethos of staff awareness, encouraging a proactive approach to site security, as well as informing all staff of what to do in the event of a security incident.

Site Inspection and Housekeeping (Search Planning)

Health and Safety walk-arounds take place regularly and are undertaken by the Deputy School Business Manager and Premises Assistant, although members of the Leadership Team are often present for this, and this is reinforced by a yearly health and safety site visit which is carried out by the Chair of Governors or invited Governor representative.

Leadership share responsibility for being 'On Call' and as part of this consistent strategy, undertake the checking of external and internal doors, patrolling classrooms and corridors. Breaks and lunchtimes are facilitated in designated spaces, which are appropriately supervised by named staff members. Each break session occurs in a mixture of indoor and outdoor space.

Any individual who is not a stakeholder in St Cyres, when entering site is engaged with immediately. Any pupil leaving the site must have a prearranged agreement with

the Year office and all latecomers are checked at the pupil entrance visually before being allowed to access the building.

All visitors must enter through Reception, where they are allowed through a locked door, and must sign in on the iPad, before wearing a sticker of identification. A photograph is taken of every visitor and is duly emailed to the appropriate staff member, hosting the named guest.

CCTV

See Penarth Learning Community CCTV policy (G56)

Mail Handling and Reception

Any suspicious packages will be alerted to Leadership On-Call by the staff member at Reception.

All mail arrives at this point, and if any suspicions with regards to the presentation, delivery or shape of the package, On-Call leadership will be requested immediately. On-Call leadership will then react accordingly.

Evacuation

When engaging with the prospect of an evacuation, all available Leadership team members will centralise to organise a response. Events which could lead to this response could be a mailed or telephoned threat; a suspicious package; a chemical spill or external warning with regards to the safety of the site. Engagement with the police on 999, will be ongoing and immediate.

ACTION		COMPLETED
	Most senior staff member on site to initiate/agree Evacuation	
1	Site team required immediately	
2	LT to contact 999	
3	LT to contact YYD Senior Leadership.	
4	LT member to check Running track. Radio to all clear. 2nd venue, cricket pitch.	

5	Alert radio with call sign Evacuation Alert, Evacuation Alert, Evacuation Alert; 60 Seconds.	
6	Instigate Evacuation Alarm. (This alarm will be the continuous fire alarm and will sound throughout school.)	
7	Fire Marshalls to allocated areas. PEEPs (Personal Emergency Evacuation Plans) to be followed. Sweeps to be instigated.	
8	LT to deter stakeholders from area of 'avoidance' if necessary along with site team member. LT to attend front of site to move/deter all from the car park.	
9	LT to contact parents via class charts with message- <i>Please be aware that St Cyres school has initiated an evacuation of the premises. We are engaged with the emergency services and are doing all to ensure your child is safe from harm. We will update you as soon as possible, you can not access the school site and can not collect your child until further notification from the school. Please do not contact your child as they have been instructed to refrain from using their mobile phones. Please stand by for further information.</i>	
10	All to assemble outside after sweeps completed.	

In the event of an evacuation, the Fire Marshals and identified LT will communicate instructions on where to go. The destination for grouping in the event of a non-fire related evacuation will be the running track. This will have been checked by the identified external leadership team member as safe, before all staff and pupils are evacuated to this destination. The car park will not be used as an area to wait, but the front of school will be used as an avenue to access the running track if necessary.

In the event of an evacuation, the school bell will be rung in a continuous manner across all venues, this will be drilled and the bell will be specific and practised. Drills will take place on an annual basis.

2. Lockdown

“Lockdown is necessary when children and staff need to be locked within buildings for their own safety: ie an emergency situation such as a hostile intruder, terrorist attack or other criminal activity”. **Department for Education.**

When engaging with the prospect of a lockdown, all available leadership team members will centralise to organise a response. Events which could lead to this

response could be a mailed or telephoned threat; an unauthorised intruder; an incident which is deemed to be dangerous to individuals, rather than site. Engagement with the police on 999, will be ongoing and immediate.

An alarm, previously drilled to all staff and pupils, will ring and therefore instruct all staff members to close their classroom and office doors, ensuring pupils are safe and accounted for. Chairs to be placed up against doors and all in the rooms to move away from visibility to safe positions, blinds to be drawn if safe. Radios will be used to convey information from LT. All radios will be taken by staff to their nearest classroom. This alarm will continue until the requirement to stay locked down abates.

- All staff within corridors will ensure all pupils are immediately housed in the nearest classroom or office.
- Staff and pupils within the 'free spaces' will follow instructions from the supervising staff in the canteen and hall, pupils and staff will move to classrooms in the lower F11 and F12, or to the changing rooms.
- I16, I17 and I18, the fitness suite and also the Sixth Form Study area are not lockable spaces and should therefore be avoided.
- All Hub staff and pupils will move immediately to H15/H16.
- All stakeholders outside the building will immediately return and find space in the nearest class spaces after being engaged with a LT member.
- All external doors and windows also need to be checked and locked immediately.

Emails will then be used to communicate with staff members only on the 'allstaff' address.

ACTION	COMPLETED
	Most senior on site to initiate/agree Lockdown
1	Call 999- <i>police- emergency- school lockdown- CF642XP</i>
2	Alert radio with call sign; Lockdown Alert, Lockdown Alert, Lockdown Alert; 20 Seconds.
3	Instigate Alarm (This has a unique sound to the evacuation alarms.) Notify YYD
4	Allocate a member of staff to go outside and check the playground and fields if safe to do so. Sweep up immediately to the nearest classrooms.

5	<p>Allocate member of staff to remain on email.</p> <p><i>St Cyres is in lockdown, do not let anyone out of your classroom. Stay away from the windows and ensure you have shut the classroom door. Turn all phones to silent. Calm the pupils and ensure they know to be ready to calmly and safely evacuate the classroom if the alarm changes. Keep your email on. Stand by. Limit the messages on here to essential only.</i></p>	
6	<p>Toilet and corridor check where safe. Fire Exit check where safe. Move all pupils to all nearest available classroom.</p>	
7	<p>CCTV monitor if possible.</p>	
8	<p>Alert parents- <i>Please be aware that St Cyres has initiated a lockdown following a threat. We are engaged with the emergency services and are doing all to ensure your child is safe from harm. We will update you as soon as possible, you can not access the school site and cannot collect your child until we are sure that everyone is safe from threat. Your child has been instructed not to use their phone. Please stand by for further information.</i></p>	
9	<p>Once the alarm has ceased, LT members will inform each individual class that they are safe to exit. Alert parents- St Cyres has now come out of lockdown procedures; please stand by.</p>	

Pupils will not be allowed to leave to go to parents during a lockdown. Whilst parents will be notified as quickly as possible, they will be instructed to remain off site.

As part of an ongoing risk assessment, liaison with the emergency services will be constant.

In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.

Drills will take place on an annual basis.

Bomb (or similar) Threat

Reception staff and staff who use the telephones and who can receive outside telephone calls are trained annually on the recommended response to a bomb threat phone call. They are taken through the form below in preparation for actions surrounding an incident of this type.

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

- 1 Remain calm and talk to the caller
- 2 Note the caller's number if displayed on your phone
- 3 If the threat has been sent via email or social media see appropriate section below
- 4 If you are able to, record the call
- 5 Write down the exact wording of the threat:

WHEN WHERE
WHAT HOW
WHO WHY
TIME

ASK THESE QUESTIONS & RECORD ANSWERS AS ACCURATELY AS POSSIBLE:

1. Where exactly is the bomb right now?
 2. When is it going to explode?
 3. What does it look like?
 4. What does the bomb contain?
 5. How will it be detonated?
 6. Did you place the bomb?
If not you, who did?
 7. What is your name?
 8. What is your address?
 9. What is your telephone number?
 10. Do you represent a group or are
you acting alone?
 11. Why have you placed the bomb?
- Record time call completed:

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

INFORM BUILDING SECURITY/ COORDINATING MANAGER			
Name and telephone number of person informed:		<input type="text"/>	
DIAL 999 AND INFORM POLICE		Time informed: <input type="text"/>	
This part should be completed once the caller has hung up and police/ building security/ coordinating manager have all been informed			
Date and time of call: <input type="text"/>		Duration of call: <input type="text"/>	
The telephone number that received the call: <input type="text"/>			
ABOUT THE CALLER: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="text"/> Age? <input type="text"/> Nationality <input type="text"/>			
THREAT LANGUAGE: <input type="checkbox"/> Well-spoken <input type="checkbox"/> Irrational <input type="checkbox"/> Taped <input type="checkbox"/> Foul <input type="checkbox"/> Incoherent			
CALLER'S VOICE: <input type="checkbox"/> Calm <input type="checkbox"/> Crying <input type="checkbox"/> Clearing throat <input type="checkbox"/> Angry <input type="checkbox"/> Nasal <input type="checkbox"/> Slurred <input type="checkbox"/> Excited <input type="checkbox"/> Stutter <input type="checkbox"/> Disguised <input type="checkbox"/> Slow <input type="checkbox"/> Lisp <input type="checkbox"/> *Accent <input type="checkbox"/> Rapid <input type="checkbox"/> Deep <input type="checkbox"/> Familiar <input type="checkbox"/> Laughter <input type="checkbox"/> Hoarse <input type="checkbox"/> Other (please specify) <input type="text"/>			
What Accent? <input type="text"/>			
If the voice sounded familiar, who did it sound like? <input type="text"/>			
BACKGROUND SOUNDS: <input type="checkbox"/> Street noises <input type="checkbox"/> House noises <input type="checkbox"/> Animal noises <input type="checkbox"/> Crockery <input type="checkbox"/> Clear <input type="checkbox"/> Voice <input type="checkbox"/> Static <input type="checkbox"/> PA system <input type="checkbox"/> Booth <input type="checkbox"/> Factory machinery <input type="checkbox"/> Office machinery <input type="checkbox"/> Music <input type="checkbox"/> Other (please specify) <input type="text"/>			

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

REMARKS:

ADDITIONAL NOTES:

Signature:

Print Name:

Date:

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA

- 1 **DO NOT** reply to, forward or delete the message
- 2 If sent via email note the address
- 3 If sent via social media what application has been used and what is the username/ID?
- 4 Dial **999** and follow police guidance
- 5 Preserve all web log files for your organisations to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

Signature:

Print Name:

Date:

SAVE AND PRINT – HAND COPY TO POLICE AND SECURITY/ COORDINATING MANAGER

Retention Period: 7 years
MP 925/10

Education and Professional Learning

Inset will outline the processes behind Emergency Evacuations and Lockdown Response outlining protocols in the event of a 1) Evacuation 2) Lockdown 3) Weapon Attack.

This will be reinforced by statutory safeguarding training around PREVENT.

<https://docs.google.com/presentation/d/1A9W9FY9hex0ntd7e36QTKVzkREW6Iq3ggWgg1f2S4JU/edit?usp=sharing>

Fire Wardens briefing:

<https://docs.google.com/presentation/d/18FO0CLuF4qA1REz7EEDJAbpP25FMhc2GGGpl9KoMKgk/edit?usp=sharing>

Pupils will be educated on protocols relevant to them with the following document which will be delivered by their Learning Coaches:

<https://docs.google.com/presentation/d/181mHQmpQYvyhIPRmzKoXulc3hHT05azl/edit?usp=sharing&oid=110490604186016001152&rtpof=true&sd=true>