



## **Fairchildes Academy Community Trust (FACT)**

**FACT Schools are Fairchildes Primary School**

**Rowdown Primary School and Monks Orchard Primary School**

# **Evacuation and Invacuation Policy**

**January 2026**

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# Introduction

Fairchildes Academy Community Trust (FACT) is committed to safeguarding and promoting the welfare of all pupils, staff and visitors. Ensuring robust arrangements for health, safety and security is central to this commitment and underpins all aspects of Trust and school life.

This Evacuation and Invacuation (Lockdown) Policy sets out the Trust-wide principles for responding to emergency situations that require either the evacuation of buildings or the securing of pupils and staff within school premises. The policy provides a consistent framework across all FACT schools, while recognising that each school has its own site-specific procedures, informed by building layout, pupil needs and local context.

This policy operates alongside the Trust's Business Continuity and Disaster Recovery Plan, Health and Safety Policy, Safeguarding and Child Protection Policy, and individual school emergency procedures.

## Legislative and Statutory Context

This policy has been developed with reference to the following legislation and statutory guidance:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- Prevent Duty Guidance
- Martyn's Law (The Protect Duty)

In anticipation of Martyn's Law, FACT recognises its responsibility to take proportionate and reasonable steps to reduce the risk of harm from terrorism and serious violence. This includes having clear lockdown procedures, trained staff, effective communication systems and leadership arrangements that support swift decision-making during incidents.

These measures align with Ofsted expectations that schools have effective safeguarding systems, clear lines of responsibility and well-understood procedures that prioritise pupil safety.

## Aims

The aims of this policy are to:

- Protect life and minimise risk during emergency situations
- Ensure a calm, swift and coordinated response to evacuation or invacuation
- Clarify roles and responsibilities for staff and leaders
- Ensure staff are trained and confident in emergency procedures
- Support effective communication with emergency services, parents and carers

# Scope

This policy applies to:

- All pupils attending FACT schools
- All staff, including teaching, support, supply and peripatetic staff
- Visitors, volunteers and contractors on school sites

It covers incidents requiring:

- **Evacuation** – leaving buildings or sites due to internal or external danger
- **Invacuation (Lockdown)** – securing pupils and staff within buildings due to an identified or potential threat

# Evacuation

## Definition

Evacuation is the orderly movement of pupils, staff and visitors away from a building or area to a place of safety when remaining would present an increased risk.

## Circumstances Requiring Evacuation

Evacuation may be required in situations including, but not limited to:

- Fire or suspected fire
- Gas leaks
- Structural damage or instability
- Flooding or water damage
- Bomb threats or suspicious packages
- Instruction from emergency services

## Procedures

Each FACT school maintains a site-specific evacuation procedure which includes:

- Clearly identified exit routes
- Designated assembly points
- Systems for accounting for all pupils, staff and visitors
- Arrangements for pupils or staff with SEND or medical needs

Evacuation procedures are displayed throughout school buildings and practised regularly.

## Roles and Responsibilities

- **All staff:** Lead pupils calmly to assembly points and take registers
- **Senior leaders:** Coordinate the response and liaise with emergency services

- **Site staff:** Secure the site and support emergency access
- **Office staff:** Bring essential records and manage communication where safe

No person may re-enter a building until it has been declared safe by emergency services or the most senior member of staff on site.

## Invacuation

### Definition

Invacuation, commonly referred to as lockdown, is the process of securing pupils, staff and visitors within buildings to minimise exposure to an external or internal threat.

### Circumstances Requiring Invacuation

Invacuation may be initiated in response to:

- An intruder or unauthorised person on site
- A threat received via phone, email or other communication
- Police activity or serious incidents in the local area
- Dangerous animals on or near the site
- Any situation where evacuation would increase risk

## Lockdown Procedures

Each FACT school has school-specific lockdown procedures which align with this policy and include:

- Clear initiation messages and communication systems
- Defined roles for senior leaders, office staff, site staff and teaching staff
- Classroom and non-classroom procedures
- Agreed staff and parent communication templates

These procedures are held in separate school documents and are shared with staff through training and induction.

## Roles and Responsibilities During Lockdown

### All Staff

- Follow lockdown instructions immediately
- Secure rooms and supervise pupils calmly and appropriately
- Maintain communication channels for updates

### Senior Leadership Team

- Take overall control of the incident
- Liaise with police and emergency services
- Coordinate communication with staff, parents and the CEO
- Decide when lockdown can be safely stood down

## **Office and Site Staff**

- Secure buildings and the site perimeter
- Support communication and coordination as directed
- Liaise with connected provisions and neighbouring schools where required

## **Training and Preparedness**

- All staff receive training in evacuation and invacuation procedures
- Lockdown procedures are included in induction for new and supply staff
- Evacuation drills are conducted regularly in line with statutory requirements
- Lockdown procedures are reviewed and practised periodically

Senior leaders receive additional training to ensure effective incident management and decision-making.

## **Communication**

- Communication with emergency services is led by the most senior member of staff on site
- Parents and carers are informed using agreed Trust communication systems when safe to do so
- Messaging aligns with the Business Continuity and Disaster Recovery Plan
- Media enquiries are managed by Trust leadership

## **Inclusion and Wellbeing**

FACT recognises that emergency situations can be distressing. Procedures take account of:

- Pupils with SEND or medical needs
- Pupils requiring mobility or sensory support
- The emotional wellbeing of pupils and staff

Appropriate follow-up support will be provided following any significant incident.

## **Monitoring and Review**

This policy is monitored by senior leaders and the Trust leadership team. It will be reviewed annually, or sooner if:

- Legislation or statutory guidance changes (including Martyn's Law)
- There is a significant incident

- Site arrangements or Trust structures change

School-specific procedures will be reviewed regularly to ensure they remain accurate and effective.

***This policy will be reviewed annually, or sooner if statutory requirements or curriculum developments necessitate changes.***