

TEENAGE KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

Invacuation, Lockdown and Evacuation Procedure

Teenage Kicks Limited

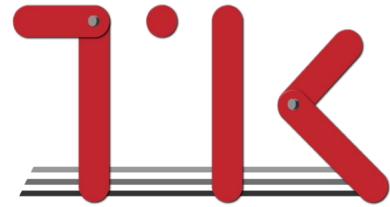
Partington House, Partington Street, M35 9RD

Tel: 0161 243 3868

Web: www.teenagekicks.uk

Email: info@teenagekicks.uk

Headteacher: Mr C Valentine



TEENAGE KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

Contents

Statement of intent

1.0 Legal framework

2.0 Definitions

3.0 Roles and responsibilities

4.0 Invacuation procedure

5.0 Lockdown procedure

6.0 Evacuation procedure

7.0 Personal Emergency Evacuation Plan (PEEP)

8.0 Fires

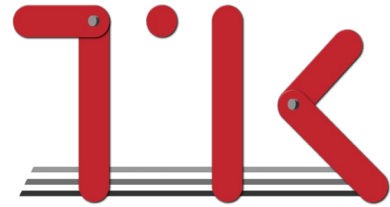
9.0 Bomb threats

10.0 Communication with parents/careers

11.0 Monitoring and review

Appendices

Evacuation record log



TEENAGE KICKS

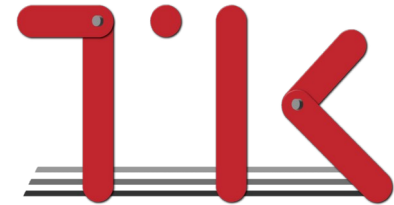
• ENGAGEMENT • PROGRESS • OUTCOMES

Statement of intent

The safety of pupils, staff and visitors on the premises is paramount and Teenage Kicks takes their duty to protect the wellbeing and welfare of these people very seriously.

The main priority is to prevent an emergency occurring in the school setting, however, this is sometimes unfortunately out of the remit of the school. In an emergency, staff members at Teenage Kicks will endeavour to take all reasonable actions in order to ensure the safety of our pupils.

The procedures outlined in this document aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors.



TEENAGE KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

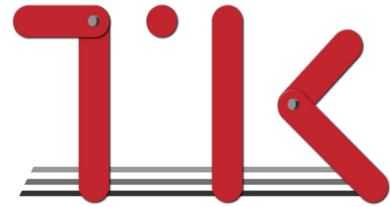
1.0 Legal Framework

1.1 This procedure has due regard to statutory legislation including but not limited to the following:

- The Health and safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005

1.2 This procedure has due regard to official guidance including but not limited to the following:

- DfE Health and safety Advice on Legal Duties and Powers 2014
- DfE Emergency Planning and Response 2015
- DfE Fire Safety in New and existing School Buildings 2014
- National Counter Terrorism security Office Developing Dynamic Lock-down Procedures 2015



TEENAGE KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

1.3 This procedure will be applied in conjunction with the following school policies and procedures:

- Health and Safety Policy
- Bomb Threat Policy
- Adverse Weather Policy
- Lockdown Procedure
- Fire Evacuation Plan
- Personal Emergency Evacuation Plan (PEEP)
- Business Continuity Plan
- Exam Contingency Plan

2.0 Definitions

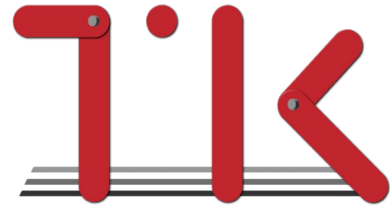
Evacuation – the orderly removal of pupils, staff and visitors from the school buildings, this can be as the result of a fire or other incident within the building.

Invacuation – the process of making staff aware of an emergency and moving pupil's staff and visitors to the most sheltered areas within the school buildings. This procedure is employed if moving outside would increase the risk of injury / harm to people i.e. toxic fumes in the air.

Lockdown – the procedure of locking external doors and windows before taking shelter in a secure location. Lockdown is typically enacted as a response to a security threat to pupils, staff and / or visitors.

3.0 Roles and Responsibilities

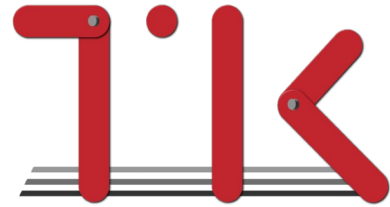
3.1 All members of Staff will act in accordance with the schools invacuation, lockdown and evacuation procedure at all times.



TEENAGE KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

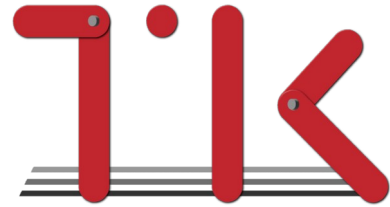
- 3.2 It is the Headteachers responsibility to ensure effective and rehearsed emergency procedures are in place at Teenage Kicks
- 3.3 It is the Headteachers responsibility to nominate a member of staff to undertake the Headteachers responsibilities should the Headteacher not be present in school.
- 3.4 The Headteacher is responsible for ensuring that all members of staff are aware of the policy and have a copy available to access.
- 3.5 It is the responsibility of the Headteacher to ensure that all new members of staff are trained in implementing all of the emergency procedures.
- 3.6 The Headteacher is responsible for recording all evacuations including drills and practices in the Evacuation Record Log (Appendix 1).
- 3.7 Senior Leadership are responsible for ensuring procedures are understood by all members of staff.
- 3.8 The Headteacher is responsible for raising the alarm in the event of an emergency. This responsibility is delegated to the nominated member of staff in the Headteachers absence.
- 3.9 The responsibility of informing relevant external emergency services in the event of an emergency is delegated to the business support staff.



TEENAGE KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

- 3.10 All members of staff are responsible for ensuring pupils, fellow members of staff and visitors remain as safe as possible whilst on the school premises.
- 3.11 It is the responsibility of all members of staff to ensure that registers are accurately taken and the names of missing pupils are immediately reported to the Headteacher.
- 3.12 Members of staff will inform the Headteacher of any pupils missing from the classroom when the alarm was raised.
- 3.13 All members of staff are responsible for maintaining an orderly manner and encouraging pupils to stay calm during emergency procedures.
- 3.14 The Health and Safety Officers are responsible for ensuring emergency exits are clearly signposted.
- 3.15 It is the responsibility of Health and Safety staff to provide the emergency services with copies of the site plan.
- 3.16 Reception is responsible for ensuring that all contractors or external services working within the school are supplied with a copy of the evacuation procedures when their work on site initially begins.
- 3.17 The business support staff will continuously monitor the situation and keep both the emergency services and fellow colleagues up to date.

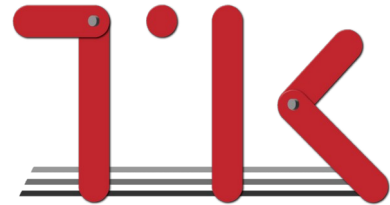


TEENAGE KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

4.0 Invacuation Procedure

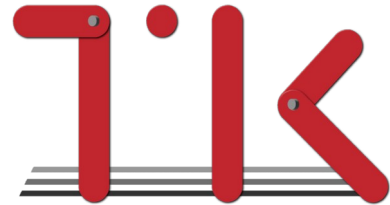
- 4.1 The aim of the invacuation procedure is to protect lives by keeping people inside away from any perceived danger. This procedure will be used in the event of chemical spillages and air pollution.
- 4.2 In the event of invacuation at Teenage Kicks. A message will be shared through the 2 way radios to all staff members in the building. Followed by a member of SLT visiting classrooms to ensure message has been received.
- 4.3 The Headteacher will sound the alarm as soon as a concern has been identified.
- 4.4 Members of staff will keep in contact using two-way radios in order to inform each other of any problems experienced whilst carrying out the procedure i.e. missing pupils.
- 4.5 Throughout the procedure the Headteacher or designated staff member will continuously inform other staff members of the situation and provide updates where possible using two-way radios.
- 4.6 During invacuation pupils, members of staff and visitors outside the school buildings will move quickly and quietly in to the building through the nearest entrance.
- 4.7 If staff are in buildings adjacent to where pupils of members of staff are outside they will signal to the class to come inside immediately.



TEENAGE KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

- 4.8 When all personnel are inside doors and windows are to be securely locked.
- 4.9 Main entrances in to the school buildings will be locked if necessary.
- 4.10 Prior to the procedure, the Headteacher will identify designated safe rooms throughout the school buildings which all members of staff will be made aware of.
- 4.11 Teenage Kicks designated safe rooms are the classrooms.
- 4.12 Each Class is guided towards their designated safe room by their classroom teacher ensuring that all pupils, members of staff and visitors are accounted for.
- 4.13 When the invacuation procedure occurs during lunchtime or a lesson change over all members of staff will guide pupils towards the nearest safe room.
- 4.14 Members of staff will instruct pupils to stay away from the windows and doors.
- 4.15 Pupils will be instructed not to telephone / text parents / carers to prevent them arriving at school and placing themselves in danger.
- 4.16 Where necessary pupils will be informed to lie or sit on the floor.
- 4.18 Pupils and members of staff are to remain in their designated rooms / positions until informed by the emergency services or the Headteacher



TEENAGE KICKS

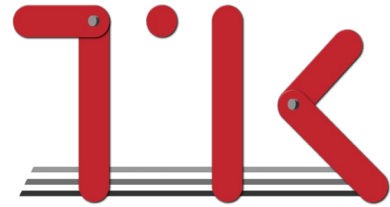
• ENGAGEMENT • PROGRESS • OUTCOMES

has given an announcement to declare the emergency over and the school safe.

- 4.19 When the invacuation procedure is over pupils will return to their timetable classroom where a register will be taken.
- 4.20 Throughout the invacuation procedure the school office will maintain contact with the emergency services ensuring the procedure is implemented correctly.
- 4.21 Following an occurrence necessitating the invacuation procedure the following actions will be taken:
 - A follow up de-brief with members of staff and pupils will be delivered by the Headteacher.
 - Support will be sought where necessary such as counsellors.
 - Parents / carers and other stakeholders will be informed via letter.
 - The response to the crisis will be evaluated and procedures amended where necessary.

5.0 Lockdown Procedure

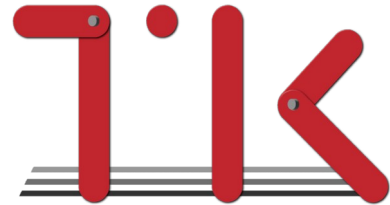
- 5.1 This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, members of staff and visitors.
- 5.2 The Headteacher will ensure that all members of staff understand when and how this procedure will be implemented.



TEENAGE KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

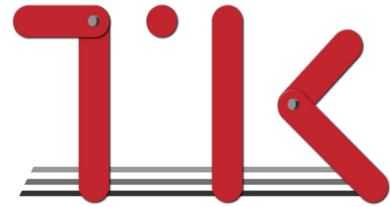
- 5.3 Depending on the circumstances either a partial lockdown or full lockdown procedure will be implemented.
- 5.4 The Headteacher will take all factors in to consideration when deciding whether to partially or fully lockdown the school. Where possible advice is to be sought from the emergency services.
- 5.5 The partial lockdown procedure is a precautionary measure but puts the school in a state of readiness should the situation escalate. It will be used in the event of but not limited to the following:
- A local risk of air pollution
 - A civil disturbance in the local community with the potential to pose a risk to the school
- 5.6 The full lockdown procedure will be used in the event of but not limited to the following:
- An intruder on the school site
 - A major fire in the vicinity of the school
 - The close proximity of a dangerous dog or other animal roaming loose
- 5.7 When a lockdown is to be implemented staff will be made aware via the two-way radios, SLT members will support this by managing each area of the school to support staff.



TEENAGE KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

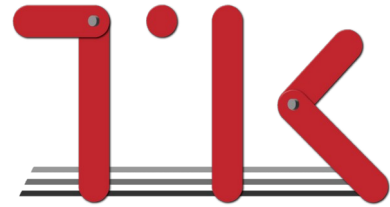
- 5.8 Two-way radios will be used to make members of staff aware of the incident that has occurred and inform them of the type of lockdown procedure to be implemented.
- 5.9 Lines of communication between members of staff will be maintained open through the use of two-way radios; however, unnecessary calls to the school office will not be made as this could delay important communication.
- 5.10 As soon as the alarm has been raised the school office will ensure that the relevant emergency services are informed and kept up to date with the situation.
- 5.11 In the event of Teenage Kicks implementing the lockdown procedure pupils will be instructed to remain in their classroom or will be guided to the nearest room.
- 5.12 Members of staff will ensure that the toilets, canteen and playgrounds are cleared of pupils, members of staff and visitors.
- 5.13 Pupils who are outside the school building or not in classrooms will be led inside as quickly as possible unless this will endanger them and others.
- 5.14 If members of staff and pupils remain outside during the implementation of a full lockdown they will hide in the designated safe area of the school cabins until the emergency services arrive.



TEENAGE KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

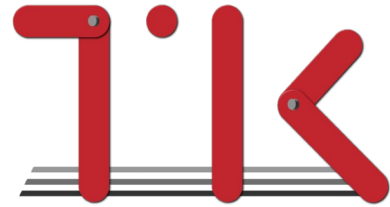
- 5.15 Classroom teachers are responsible for the pupils within their own classroom.
- 5.16 When all personnel and pupils are inside doors and windows must be securely locked including fire doors, external doors and inner doors.
- 5.17 Classroom teachers will conduct a register or headcount. Staff will immediately notify the school office of any pupils not accounted for via the two-way radios and an immediate search will be instigated where appropriate.
- 5.18 Pupils will be instructed not telephone / text parents/ carers to prevent them arriving at school and placing themselves in danger.
- 5.19 Once all personnel and pupils are inside the Senior Leadership Team (SLT) will conduct an on-going dynamic risk assessment based on advice and information from the emergency services.
- 5.20 All pupils, members of staff and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access.
- 5.21 Pupils may be asked to hide or disperse if this will improve their safety.
- 5.22 Pupils are instructed to take cover under their tables where possible
- 5.23 In the event of a partial lockdown movement may be permitted within the building dependent upon the circumstances but this will be supervised by a staff member.



TEENAGE KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

- 5.24 In the event of an air pollution incident air vents will be closed where possible as an additional precaution.
- 5.25 In the event of a full lockdown once all pupils have been accounted for the following actions will be undertaken by members of staff in order to increase protection:
- Block off all access points to the room by moving furniture to obstruct doorways, etc.
 - Draw all curtains and blinds
 - Turn off all lights and electronic monitors emitting light
 - Instruct pupils to either sit on the floor, under a table or against a wall.
 - Ensure all people are kept out of sight and away from doors and windows
- 5.26 All personnel will remain inside until the all clear signal is given, either by the two-way radio or by the SLT.
- 5.27 If someone is taken hostage on the premises the school will seek to evacuate the rest of the site.
- 5.28 Parents / carers will be notified as soon as it is practicable to do so via phone calls or text messaging service.
- 5.29 Pupils will not be released to parents / carers during a lockdown.



TEENAGE KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

5.30 If it becomes necessary to evacuate the building a continuous ring of the fire alarm will be sounded.

5.31 In order to ensure the effective implementation of the lockdown procedure a lockdown drill will be undertaken at least once per year.

6.0 Evacuation Procedure

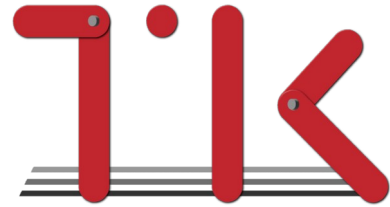
6.1 Teenage Kicks will carry out evacuation drills at least once per term in order to ensure pupils and members of staff fully understand what is involved in the procedure and that it is implemented effectively.

6.2 In an emergency situation such as a fire the schools evacuation procedure will be implemented with the priority of getting everyone out of the school safely and calling the emergency services.

6.3 All members of staff will have a copy of the evacuation procedure and clear instructions regarding the fire evacuation procedure will be displayed in every classroom.

6.4 New members of staff are advised of the evacuation procedures as a part of their induction training.

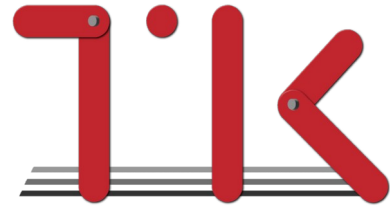
6.5 Fire wardens are designated by the school and their names are displayed in the reception area and every classroom alongside the fire evacuation procedure.



TEENAGE KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

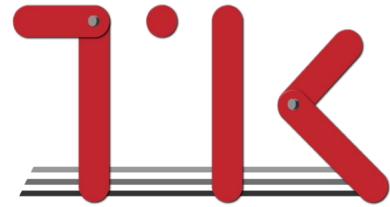
- 6.6 Teenage Kicks has undertaken the appropriate fire awareness and fire warden training that meets the fire authority's recommendation.
- 6.7 The Headteacher will ensure that all members of staff are aware of their designated evacuation point.
- 6.8 The designated evacuation point is at the fire meeting point to the rear of the school.
- 6.9 The signal for the evacuation procedure to be implemented is a continuous ring of the fire alarm.
- 6.10 When the alarm is sounded pupils and visitors will immediately stop what they are doing, stand still and await further instructions to be given by a member of staff.
- 6.11 Members of staff will direct pupils and visitors to the nearest or safest exit.
- 6.12 It is members of staff responsibility to ensure that exits are never obstructed or blocked.
- 6.13 Members of staff will ensure that there are no pupils or visitors left in toilets, Kitchen, offices, school hall, etc.



TEENAGE KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

- 6.14 Pupils and visitors will walk in an orderly and quiet manner to the designated evacuation point.
- 6.15 Members of staff will be aware of any pupils under their care who have a PEEP (Personal Emergency Evacuation Plan).
- 6.16 When pupils are lined up in their class groups at the designated evacuation point a register and head count will be undertaken.
- 6.17 Any missing pupil, member of staff or visitor will be reported to the designated fire warden detailing their name, the date / time and where they were last seen and any other relevant information about the person i.e. any medical conditions.
- 6.18 Missing personnel and pupils will be immediately searched for if it is safe to do so.
- 6.19 Under no circumstances will any member of staff, pupil or visitor re-enter the building during the evacuation procedure unless the all clear is given by the Headteacher or emergency services.
- 6.20 The site staff will call the emergency services or check that they have been summoned if the alarm is monitored / automatically notifies the fire service as soon as the alarm is raised and they have safely exited the building.



TEENAGE KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

6.21 An emergency evacuation pack is retained off the premises and nearby the school which contains each pupils emergency contact details, a first aid kit and a mobile telephone. This is retained at Oldham Green Hill Community Centre (PE Venue)

6.22 If required parents / carers will be contacted in order to collect their children, this will be done via telephone call.

6.23 All evacuations will be recorded using the Evacuation Record Log.

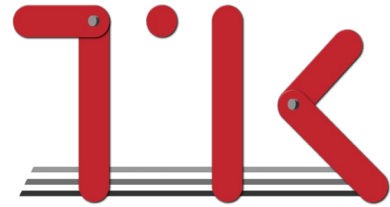
7.0 **Personal Emergency Evacuation Plan (PEEP)**

7.1 Where a member of staff, pupil or visitor has a disability which may result in them requiring help in evacuating the premises a PEEP will be put in place.

7.2 The purpose of the PEEP is to enable Teenage Kicks to implement effective arrangements to ensure that everyone can evacuate the building in an emergency should one arise.

7.3 These plans ensure that no one is discriminated against or treated less favourably in the event of an emergency.

7.4 A PEEP will identify the following:



TEENAGE KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

- Any specific needs of the individual
- Responsibilities of members of staff
- Specific evacuation routes where applicable
- Any specific evacuation procedure requirements

7.5 Where possible pupils with PEEP's in place will exit the premises using the same route as the rest of their class unless otherwise stated within their plan.

7.6 A PEEP will be reviewed on an annual basis in order to ensure that the most up to date information is available.

7.7 When there is a change in the individual's health, a change of procedure or an alteration made to the premises a PEEP will be reviewed and amended to reflect these changes.

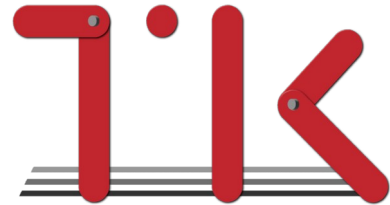
7.8 The individual for whom the plan is for will be consulted at each review alongside any specified members of staff.

7.9 PEEP's will be set out in the format demonstrated in

8.0 Fires

8.1 In the event of a fire Teenage Kicks will invoke the evacuation procedure.

8.2 Under no circumstances will entrances to the school and emergency exits be blocked or obstructed.



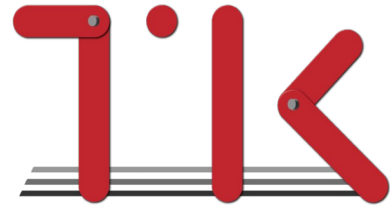
TEENAGE KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

- 8.3 Emergency lighting will be installed and appropriately used where necessary.
- 8.4 It is the responsibility of the site staff to ensure that exits are clearly marked.
- 8.5 The site staff is responsible for ensuring every room is equipped with the necessary fire safety equipment.
- 8.6 All members of staff will act as “fire wardens in the event of a fire.
- 8.7 The Headteacher will delegate the role of designated fire warden; this individual will undergo extra training and will take a lead role in the evacuation of the building.
- 8.8 If an evacuation procedure or similar is implemented due to the risk of fire these events will be recorded in the Evacuation Record Log.

9.0 Bomb Threats

- 9.1 In the event of Teenage Kicks or a nearby area receiving a bomb threat the Headteacher will decide which procedure to use by taking in to consideration the procedure that poses the least risk.
- 9.2 Teenage Kicks will act in accordance with the evacuation procedure in order to ensure the welfare of pupils, members of staff and visitors.



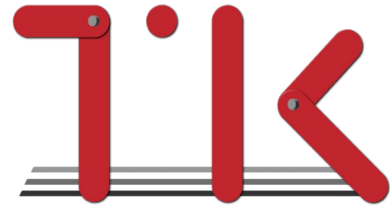
TEENAGE KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

- 9.3 The school will immediately contact the emergency services after receiving a threat and carefully follow their instructions.
- 9.4 The emergency services will still be contacted if the threat is believed to be a hoax.

10.0 Communication with Parents / Carers

- 10.1 Arrangements and information regarding Teenage Kicks evacuation, lockdown and evacuation procedures will be routinely shared with parents / carers by the school's web site and during induction.
- 10.2 In the event of any of the procedures taking place due to a real emergency parents / carers will be informed of any developments as soon as practicable.
- 10.3 Parents / carers will be informed not to ring or travel to school as this could interfere with the work of the emergency services and may also result in putting themselves in danger.
- 10.4 Teenage Kicks will contact parents / carers when it is safe for them to collect their child.



TEENAGE KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

- 10.5 Whilst talking to parents / carers it is important for the school to reassure them that they understand their concern for the child's welfare and that the school is doing everything possible to ensure the safety and well-being of pupils.

11.0 Monitoring and Review

- 11.1 This policy will be reviewed on an annual basis or sooner if statutory guidance is released before the annual review date.
- 11.2 The review will be conducted by the Headteacher in collaboration with the Executive Headteacher and Proprietor.

Appendix consisting of:

- Evacuation Record Log
- Personal Emergency Evacuation Plan (PEEP)