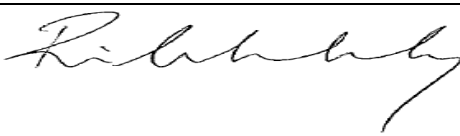

ANSTEY FIRST SCHOOL

Induction Policy

**Approved by: Full Governing Board
Last reviewed on: May 2026
Next review due by: May 2027**

Date: May 2026

Approval

Approved by: Full Governing Body	
Chair of Governors Name	Tom Sealy
Signature	
Headteacher's Name	Richard McKelvey
Signature	

Version

Version	Author	Notes
V1.0	M Taylor	Changes to Formatting

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1. Safeguarding Statement

- 1.1 At Anstey First School, we respect and value all children and are committed to providing a safe, welcoming and nurturing environment where every pupil can learn and thrive. We believe every child has the right to participate fully in school life, free from harm, neglect, abuse and discrimination.
- 1.2 Safeguarding and promoting the welfare of children is a legal responsibility shared by every adult working or volunteering in our school, including staff, governors, contractors and visitors. We are committed to a culture of vigilance where the best interests of the child come first, and where early help and timely intervention prevent harm from occurring.
- 1.3 In line with *Keeping children safe in education*, our policies and practice aim to protect children from all forms of abuse and neglect, including physical abuse, sexual abuse, emotional abuse, neglect, child-on-child abuse, exploitation, online abuse and exposure to extremist views. We work in partnership with pupils, parents, carers and other agencies to ensure that every child feels safe, supported and able to achieve their full potential.
- 1.4 This policy will be reviewed every year (as determined by the Governing Body).

2. Statement of Intent

- 2.1 The safety of pupils, staff members and visitors on the premises is paramount. Anstey School takes its duty to protect the well-being and welfare of these people seriously.
- 2.2 The main priority is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately, out of the hands of the school. In an emergency, staff members will endeavour to take all reasonable actions to ensure the safety of pupils.
- 2.3 The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors.

3. Legal Framework

- 3.1 This policy has due regard to statutory legislation including, but not limited to, the following:
 - The Management of Health and Safety at Work Regulations 1999 (legislation.gov.uk)
 - Health and Safety at Work etc Act 1974 – legislation explained (hse.gov.uk)
 - The Regulatory Reform (Fire Safety) Order 2005 (legislation.gov.uk)

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- Keeping Children Safe in Education (current statutory guidance) – requires that safeguarding arrangements include plans to protect children from physical harm, including risks from emergencies, security incidents, and environmental hazards.
 - DfE Filtering and Monitoring Standards (September 2023) – relevant where technology is used to communicate alerts or updates during emergency situations.

3.2 This policy has due regard to official guidance including, but not limited to, the following:

- [School and college security - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-college-security)
- [DfE Health and safety: Advice on legal duties and powers](#)
- DfE [Emergency planning and response for education, childcare, and children's social care settings - GOV.UK \(www.gov.uk\)](#)
- DfE [Fire safety in new and existing school buildings - GOV.UK \(www.gov.uk\)](#)

3.3 This policy will be applied in conjunction with the following school policies and procedures:

- Health and Safety Policy
- Adverse Weather Policy
- Fire Evacuation Plan
- Personal Emergency Evacuation Plan
- Business Continuity Plan
- Critical Incident Plan (if separate from Business Continuity)
- Online Safety Policy
- Staff Code of Conduct

4. Definitions

4.1 **Evacuation** is the orderly removal of pupils, staff members and visitors from the school building; this can result from a fire or other incident within the building.

4.2 **Invacuation** refers to the process of making staff members aware of an emergency and moving pupils, staff members and visitors to the most sheltered areas within the building. This procedure is employed if moving outside would increase the risk of harm to people, e.g. toxic fumes in the air.

4.3 **Lockdown** refers to the procedure of locking external doors and windows before taking immediate shelter in a secure location. This procedure is typically invoked as a response to a security threat.

5. Roles and responsibilities

All Staff Members

5.1 It is the responsibility of all staff members to:

- Act following the school's Invacuation, Lockdown and Evacuation Policy at all times
- Ensure pupils, fellow staff members, and visitors remain as safe as possible whilst on the school premises
- Ensure that registers are accurately taken and the names of missing pupils are immediately reported to the Business Manager and Headteacher
- When the alarm is raised, inform the headteacher or school office of any pupils missing from the classroom
- Maintain an orderly manner and encourage pupils to stay calm during emergency procedures
- Complete annual training in invacuation, evacuation, and lockdown procedures, including scenario-based drills, to ensure confident and consistent implementation
- Report any faults or issues with alarm systems, radios, or locks immediately to the site manager or headteacher.
- Participate in at least one practical lockdown or invacuation drill annually.

The Headteacher

5.2 It is the headteacher's responsibility to:

- Ensure effective and rehearsed emergency procedures are in place
- Ensure that all staff members know the policy and have a copy to access
- Ensure that new staff members are trained to implement all the emergency procedures
- Raising the alarm of an emergency and delegating this duty to a designated staff member to carry out when they are not present at the school
- Ensure procedures for invacuation, evacuation, and lockdown are integrated with the school's safeguarding policy and critical incident plan, and that they are reviewed following any incident or drill.
- Ensure post-incident debriefs are held for staff and pupils and lessons learned are recorded.

The Business Manager

5.3 It is the responsibility of the Business Manager to:

- Record all evacuation procedures, including drills and practices, in the Evacuation Record Log
- Provide the emergency services with copies of the site plan
- Maintain up-to-date emergency contact information and ensure secure, quick access to it during emergencies.
- Ensure a backup of contact lists and site plans is stored securely off-site or in the cloud for emergency access.

School Office Staff

5.4 It is the responsibility of the school office staff to:

- Ensure that all contractors or external services within the school are supplied with a copy of the evacuation procedure when their work begins
- Monitor the situation continually, keeping the emergency services and colleagues up-to-date
- Keep an up-to-date emergency grab bag ready for collection during any evacuation.
- Ensure that emergency exits are clearly signposted
- Check all external gates, fences, and entry points weekly to ensure they can be secured quickly in a lockdown

5.6 At Anstey School, the responsibility of informing the relevant external services, such as the police, in the event of an emergency is delegated to Michelle Taylor.

6. Invacuation Procedure

6.1 The invacuation procedure protects lives by keeping people inside, away from perceived danger. This procedure will be used during armed intrusion, chemical spillages and air pollution.

6.2 The following is the invacuation procedure:

- The warning siren for the invacuation procedure at  <NAME OF SCHOOL>  is  <ADD YOUR SCHOOL WARNING SIGNAL HERE> 
- Once a concern is raised, the headteacher or office manager will sound the alarm
- Staff members will keep in contact using **two-way radios/ mobile phones** to inform each other of any problems experienced while carrying out the procedure, e.g. missing pupils

- Throughout the procedure, the headteacher, or another designated staff member, will continuously keep other staff members updated, where possible, using **two-way radios or mobile phones**
- During an invacuation, pupils, staff members and visitors outside the school building will move quickly and quietly through the nearest entrance to the building
- If staff are in buildings adjacent to where pupils or other staff members are outside, they will signal to the class to come inside immediately
- When all personnel are inside, doors and windows must be securely locked
- Main entrances into the school site will be locked.

6.3 Before the procedure, the headteacher will identify designated 'safe rooms' throughout the school building, which all staff members will know. Designated safe rooms must be accessible to pupils with SEND or mobility needs, and Personal Emergency Evacuation Plans (PEEPs) must be adapted to cover invacuation scenarios. Safe rooms should have the means to communicate with the school office or SLT without opening the door (e.g. radio, internal phone, or messaging app).

6.4 The designated 'safe rooms' are as follows:

Area of School	Designated room number	Designated staff member for that room

- Each class is guided towards their designated 'safe room' by their classroom teacher or head of department, ensuring that all pupils, staff members and visitors are accounted for
- When the invacuation procedure occurs during lunchtime or a lesson changeover, all staff members will guide pupils towards the nearest designated 'safe room'
- Staff members will instruct pupils to stay away from the windows and doors
- Pupils will be informed to lie or sit on the floor where necessary

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- Pupils and staff members are to remain in their designated rooms/positions until told to do so by the emergency services, or the headteacher has announced the risk has gone
 - When the invacuation procedure has finished, pupils will return to their timetabled classroom, where a register will be taken
 - Throughout the invacuation procedure, the school office will keep in contact with the emergency services, ensuring the procedure is implemented correctly

6.5 Following an occurrence necessitating the invacuation procedure, the following actions will be taken:

- The headteacher will deliver a follow-up talk with staff members and pupils
- 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

7. Lockdown Procedure

7.1 This procedure will be implemented as a sensible and proportionate response to any external or internal incident which threatens the safety and well-being of pupils, staff members and visitors.

7.2 The headteacher will ensure all staff members understand when and how this procedure will be implemented.

7.3 A partial lockdown or full lockdown procedure will be implemented depending on the circumstances.

7.4 The headteacher will consider all factors when deciding whether to partially or fully lockdown the school. Where possible, advice will be sought from the emergency services.

7.5 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

7.6 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
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7.7 The signal for staff members to implement the lockdown procedure is  <INSERT SCHOOL SIGNAL FOR FULL LOCKDOWN> .

7.8 If Anstey School implements the lockdown procedure, the following protocol will be implemented:

- Two-way radios or mobile phones (amend as per your school's procedure) will be used to inform staff members of the incident and the type of lockdown procedure to be implemented
- Lines of communication between staff members will be kept open through **two-way radios and mobile phones**; however, unnecessary calls to the school office will not be made as this could delay important communication
- The school office staff will ensure that the relevant emergency services are informed and updated on the situation as soon as the alarm is raised
- Pupils will be instructed to remain in their classroom or guided to the nearest room
- Staff members will ensure that the toilets, canteen and playgrounds are cleared of all pupils, staff members and visitors
- Pupils outside the school or not in classrooms will be led inside as quickly as possible unless this will endanger them and others
- Suppose staff members and pupils remain outside during the implementation of a full lockdown. In that case, they will hide in the designated safe area  <ADD DESCRIPTION OF SAFE AREA>  until the emergency services arrive
- Classroom teachers are responsible for the pupils within their classroom
- When all personnel and pupils are inside, doors and windows must be securely locked, including fire, external, and internal doors
-  Phase leaders/ Heads of Department (AMEND & ADD WHO)  will conduct a register or headcount. Staff will notify the school office immediately of any pupils not accounted for via  two-way radios or mobile phones (AMEND AS APPROPRIATE) , and an immediate search will be instigated, where appropriate
- Once all personnel and pupils are inside, the senior leadership team (SLT) will conduct an ongoing and dynamic risk assessment based on advice from the emergency services. Staff should silence all mobile devices and ensure that communication with the outside is limited to essential safety updates
- If a hostile intruder manages to gain access, all pupils, staff members and visitors will be made aware of their nearest exit point
- Pupils may be asked to hide or disperse if this will improve their safety
- Pupils are instructed to take cover under their tables where possible
- In the event of a partial lockdown, movement may be permitted within the building, dependent upon the circumstances, but a staff member will supervise this

- In the event of an air pollution issue, air vents will be closed, where possible, as an additional precaution
- In the event of a full lockdown, once all pupils have been accounted for, the following actions will be carried out by staff members to increase protection:
 - Blocking off access points by moving furniture to obstruct doorways, etc
 - Drawing all curtains and blinds
 - Turning off all lights and electronic monitors expressing light
 - Instructing all pupils to either sit on the floor, under a table or against a wall
 - Ensuring all people are kept out of sight and away from windows or doors
- All personnel will remain inside until an 'all clear' signal has been given, either via two-way radio, mobile phones or by the SLT or unless told to evacuate by the emergency services
- If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site
- Parents/carers will be notified as soon as it is practicable to do so via the school's text message service
- Pupils will not be released to parents/carers during a lockdown
- If it is necessary to evacuate the building, () <INSERT HOW THIS IS COMMUNICATED TO ALL>)
- To ensure the effective implementation of the lockdown procedure, a lockdown drill will be undertaken at least once a year. Drills should include both partial and full lockdown scenarios, and the outcomes will be recorded, reviewed, and reported to governors. Learning from these drills will be used to refine procedures. At least one lockdown drill should take place outside of normal classroom time (e.g. break or lunch) to test movement control in less structured scenarios.

8. Evacuation Procedure

() <NAME OF SCHOOL>) will conduct evacuation drills at least once a term to ensure pupils and staff members fully understand what is involved in the procedure and that it is implemented effectively.

In an emergency, such as a fire, the school's evacuation procedure will be implemented to get everyone out of the school safely and call the emergency services.

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

New staff members are advised of evacuation procedures during their induction training.

The designated fire warden for the school is () <NAME OF FIRE WARDEN>)

 <NAME OF SCHOOL> has undertaken the appropriate fire awareness and fire warden training that meets the fire authority's regulations.

The headteacher will ensure that all staff members know the designated evacuation points.

The designated evacuation points for the different year groups are as follows.

Year Group	Designated leader	Evacuation point

- The signal for the evacuation procedure to be implemented is the continuous sound of the fire alarm
- When the alarm is sounded, pupils and visitors will immediately stop what they are doing, stand still and wait for further instructions to be given by a staff member
- Staff members will direct pupils to the nearest or safest exit
- It is staff members' responsibility to ensure that exits are never obstructed or blocked
- Staff members will ensure that no pupils are left in the toilets, changing rooms, corridors, school hall, etc
- Pupils will walk in an orderly and quiet manner to the designated evacuation point
- Staff members will be aware of pupils under their care who have a Personal Emergency Evacuation Plan (PEEP)
- A register and headcount will be taken when pupils are lined up in their year groups at their designated evacuation points
- Any missing pupil, staff member 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, e.g. any medical conditions
- Missing personnel and pupils will be immediately searched for if it is safe to do so
- Under no circumstances will any staff member, pupil or visitor re-enter the building during the evacuation procedure unless the headteacher or emergency services give the 'all clear'

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- The school office staff will call the emergency services when the alarm is raised, and they have safely exited the building
 -  <ADD HERE WHAT OFFICE STAFF WILL TAKE OUT TO ACCESS PUPIL CONTACT DETAILS AND MOBILE PHONE *such as, The school office staff will take out the emergency grab bag containing: printed copies of AM & PM registers, pupil medical and contact information, staff contact details, first aid kit, high-visibility vests, site plan, whistle, torch, and a fully charged school mobile phone.*> 
 - Parents/carers will be contacted to collect their children if required. This will be done using the school's text messaging service
 - All evacuations will be recorded using the Evacuation Record Log

9. Personal Emergency Evacuation Plan (PEEP)

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

A PEEP aims to enable  <NAME OF SCHOOL>  to implement effective arrangements to ensure everyone can evacuate the building in an emergency, should one arise.

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

A PEEP will identify the following:

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

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

A PEEP will be reviewed annually to ensure the most up-to-date information is available.

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.

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

10. Fires

 <NAME OF SCHOOL> will invoke the evacuation procedure in a fire.

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

Emergency lighting will be installed and appropriately used where necessary.

The site manager is responsible for ensuring that exits are clearly marked.

The site manager is responsible for ensuring every room is equipped with the necessary fire safety equipment.

All staff members will act as 'fire wardens' in the event of a fire.

The headteacher will delegate the role of a designated fire warden. This individual will undergo extra training and take a lead role in the evacuation of the building.

If an evacuation procedure or similar is implemented due to the risk of a fire, these events will be recorded in the Evacuation Record Log.

11. Bomb threats

If  <NAME OF SCHOOL> or a nearby area receives a bomb threat, the headteacher will decide which procedure to use by considering which poses the least risk.

The school will act according to this policy to ensure the welfare of pupils, staff members and visitors.

After receiving a threat, the school will immediately contact the emergency services and carefully follow their instructions.

The emergency services will still be contacted if the threat is believed to be a hoax.

Staff must follow the NaCTSO (National Counter Terrorism Security Office) guidance on handling bomb threats, including using the Bomb Threat Checklist if a threat is received by phone. The Bomb Threat Checklist will be stored in the school office and in the emergency grab bag for immediate access.

12. Communication with parents/carers

Arrangements and information regarding  <NAME OF SCHOOL> invacuation, lockdown and evacuation procedures will be routinely shared with parents/carers via newsletters or the school website.

If any of the procedures occur due to a real emergency, parents/carers will be informed of any developments as soon as practicable.

Parents/carers will be informed not to ring or come to the school as this could interfere with the work of the emergency services and may put themselves and others in danger.

 <NAME OF SCHOOL>  will contact parents/carers when it is safe for them to collect their child.

Whilst talking to parents/carers, the school needs to reassure them that they understand their concern for their child's welfare and that the school is doing everything possible to ensure the safety and well-being of all pupils. Parents/carers will also be signposted to trusted information channels, such as the school website, official text alerts, or local authority updates, to reduce misinformation.

13. Monitoring and review

This policy will be reviewed at least annually or after any incident or significant drill, or sooner if statutory guidance is released before the review date.

The headteacher will conduct the review in collaboration with the governing body. The governing body will receive an annual report on emergency drills, including invacuation, evacuation, and lockdown exercises, with recommendations for improvement.