Bassett House School
P05 – Invacuation Policy

Updated August 2026

Executive Summary

This policy applies to the whole school including the Early Years Foundation Stage (EYFS). It is available in large print or other accessible format if required, which may be obtained from the school office. This document sets the policy on how the regulations are interpreted at our school.

This policy outlines our invacuation procedures should the school receive warning of a threat to our community. The safety of children, staff members and visitors on the premises is paramount and Bassett House School has a duty to protect the wellbeing and welfare of all who attend the site. The main priority is to prevent an emergency from occurring within the setting; however, this is not always within the control of the school. In an emergency, staff members at the school will endeavour to take all reasonable actions in order to ensure the safety of children. 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.

Context

Definitions

The term 'invacuation' refers to the process of making staff members aware of an emergency and moving children, 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. as a response to a security threat, or to toxic fumes in the air.

An 'evacuation' is the orderly removal of children, staff members and visitors from the site buildings; this can be as a result of a fire or other incident within the building. All should follow the Bassett House School Fire and Emergency Policy.

Procedures

An invacuation procedure drill (similar to a fire drill) will take place termly with all staff and pupils to ensure that we have an even safer and more secure learning environment for our community.

Invacuation procedures may be activated in response to any number of situations – for example:

- A reported incident or disturbance in the local community (with the potential to pose a risk to pupils and staff in the school)
- An intruder on the school site (with the potential to pose a risk to pupils and members of staff)
- A serious injury or death of a member of the community on the school site
- A warning received regarding a risk locally, of air pollution (e.g. smoke plume, gas cloud)
- A major fire in the vicinity of the school
- The close proximity of an animal roaming loose, e.g. dog

Roles & Responsibilities

Staff members will act in accordance with the Schools' Invacuation Policy at all times, when required.

Teachers will have explained and discussed this procedure with their classes.

- It is the Head's responsibility to ensure effective and rehearsed emergency procedures are in place at Bassett House School.
- The Head is responsible for ensuring that all staff members are aware of the policy and understand when and how this procedure will be implemented.
- It is the responsibility of the Head/DSL to ensure that new staff members are trained in implementing all of the emergency procedures.
- The Deputy Head is responsible for recording all evacuation procedures, including drills and practices, in the Evacuation/Invacuation Record Log.
- The Deputy Head is responsible for ensuring procedures are understood by all staff members.
- The Head is responsible for raising the alarm of an emergency and will delegate this duty to a designated member of staff to carry out when they are not present at the school.
- Communication arrangements with staff following the sounding of the alarm will be via a WhatsApp broadcast group/email/phone system.
- The responsibility of informing the relevant external services, such as the police, in the event of an emergency is delegated to the Invacuation team on instruction by the Head.
- All staff members are responsible for ensuring children, fellow staff members and visitors remain as safe as possible whilst on the premises.
- Staff members will inform the Invacuation Team of any child missing when the alarm was raised.
- All staff members are responsible for maintaining an orderly manner and encouraging pupils to stay calm during emergency procedures.

Invacuation Process

When a member of staff is alerted to a threat they must immediately inform SLT in person, who will contact emergency services and initiate the invacuation process. The defined member of staff will continue to liaise with police instruction. Where there is an immediate risk to life, emergency services such as the police must be contacted immediately with the most up to date incident report. The invacuation Team, where practically possible should meet in the Head's office to coordinate the school response.

This team includes:

- Head
- Deputy Heads
- PA to the Head
- Office Manager

Whilst the threat may only apply to one site, (60 Bassett Road/73 St Helen's/Church Hall) it is essential that communication takes place between all sites. This should be via phone and email.

Types of Invacuation

There are two levels of invactuation, this will be determined by the Invactuation Team following the incident report analysis:

Level 1 – Danger Outside

(Examples – Informed by police a situation within the local community – such as a terrorist incident in London, an armed member of the community within the local area – posing no direct threat to the school/pupils/staff)

This level of response is likely to be actioned where there is a safeguarding risk in the community and therefore staff and pupils are not safe to leave the school site.

At this level, staff and pupils must remain indoors and not make any attempt to leave the school site. Pupils and staff should continue with indoor activities, remaining indoors at all times. External doors & gates should be locked. Where this level is actioned during a break time, pupils will not be permitted outside in the school playground or to the local park/Westway. Teachers/staff should complete a register and notify the Invacuation Team of any missing pupils.

Staff will be notified by:

A whole school message will be sent on the Emergency WhatsApp broadcast group and on email stating 'Danger Outside - Level 1 Lockdown procedure to begin'. This will be accompanied by SLT visiting all classrooms requesting that staff check their message and email. During a break time, SLT will make their way to the playground /park and pupils directed back to school. All staff should remain in the school buildings. Where appropriate, if the incident affects the end of the day, parents will be informed via phone/email.

Level 2 – Danger Inside

(Example – uncontained intruder/person on the school site with the intent to harm. This may include a person with a weapon/device with the intention to endanger life). This level of response is likely to be actioned where there is an immediate and serious safeguarding risk in the school and therefore staff & pupils must act immediately.

Pupils and staff must not make any attempt to leave the school site or the area that they are in when notified. Pupils and staff must remain in the classroom they are in, they must lock the classroom door from the inside where possible or use a door jammer. Blinds should be drawn where possible. Where activities are taking place in a school playground or garden, staff and pupils should move to the nearest secure classroom/office. Pupils and staff should, where possible, remain out of sight and away from windows and doors once locked. Pupils should be out of sight and not visible through windows, lights should be switched off. Pupils and staff should hide under classroom desks and remain in that position until notified not to do so. Teachers/staff should complete a register and notify the Invacuation Team of any missing pupils. Where pupils are offsite, for example at the Westway or Kensington Memorial Park, teachers should direct pupils towards the nearest public building (Westway Leisure Centre/ Kensington Memorial Park Cafe)

Staff & pupils will be notified by:

The airhorn will be used to alert all to the Level 2 invacuation. Immediate action must be taken. A whole school message will be sent on the Emergency WhatsApp broadcast group and on email stating 'Danger Inside - Level 2 Lockdown procedure to begin'. This should trigger a level 2 response at all other sites. During a break time, where the risk is within the school building, if possible and safe to do so, all pupils and staff must make their way to nearest secure classroom.

All Clear Signal:

The school should remain in a state of lockdown until the Head or a senior member of staff, or the emergency services confirm that it has been lifted. The decision to announce All Clear should be determined by the Invactuation Team or the emergency services.

Once in their classrooms, staff should keep their mobile phones on and near them so the Invacuation Team can contact them either in person or via the Emergency WhatsApp broadcast group.

The safety code word will be sent via WhatsApp and email to all staff to confirm that the site is safe.

The safety code word will be shared with staff and will be changed yearly.

The code word can also be spoken to staff from outside the room; however, staff should have a clear site of the SLT member saying the safety word to ensure they are not doing so under duress.

Review

Policy reviewed	August 2026
Next policy review	September 2027

LOCKDOWN DRILL ACTION CHECK LIST

This checklist should be used to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practice going through these actions at pace. In an emergency, this action list will be used to ensure nothing is missed.

Step	Tick
Sound alarm/signal and begin lockdown procedure	
Dial 999 and alert emergency services	
Direct all children, staff and visitors to the nearest safe place and to hide, under desks and away from windows	
Account for pupils, staff and visitors using registers	
Secure rooms by locking doors and windows, and take action to increase protection	
Close blinds and curtains and turn off the lights	
Stay as silent as possible – put any mobile phones on silent	
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services	