


# Hedgewood School

## Invacuation, Lockdown and Evacuation Policy

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Signed by:

_____ Co-Headteachers Date: _____

_____ Chair of governors Date: _____

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**Statement of intent**

The safety of pupils, staff members and visitors on the premises is paramount, and Hedgewood School takes its duty to protect the wellbeing and welfare of these people very seriously. The school recognises its statutory responsibilities under **The Terrorism (Protection of Premises) Act 2025**, which places duties on premises to reduce the risk of physical harm arising from terrorist incidents.

The main priority is to prevent an emergency from occurring; however, this is sometimes out of the hands of the school. In an emergency, staff members will take all reasonable actions to ensure the safety of pupils and visitors. 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. This policy will be implemented alongside the school's Emergency Plan and the requirements of Martyn's Law.

**1. Legal framework**

This policy has due regard to all relevant legislation and statutory guidance, including but not limited to:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- DfE (2014) *Fire safety in new and existing school buildings*
- DfE (2023) *School and college security*
- DfE (2022) *Health and safety: responsibilities and duties for schools*
- DfE (2023) *Emergency planning and response for education, childcare, and children's social care settings*
- DfE (2024) *Protective security and preparedness for education settings*
- **The Terrorism (Protection of Premises) Act 2025 (Martyn's Law)**

This policy operates in conjunction with the following school policies:

- Emergency Plan
- Health and Safety Policy
- Bomb Threat Policy
- Full Lockdown Procedure
- Partial Lockdown Procedure
- Invacuation Procedure
- Evacuation Procedure
- Fire Evacuation Plan
- Personal Emergency Evacuation Plan
- Business Continuity Plan
- School Security Policy
- Security Risk Assessment

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## 2. Definitions

**Evacuation** refers to the orderly removal of everyone from the school building due to fire or another internal incident.

**Invacuation** refers to keeping everyone inside the school building to ensure their safety from an external hazard, such as toxic fumes or a nearby chemical spill.

**Lockdown** refers to securing the premises by locking external doors and windows and taking shelter in a secure location, typically in response to a security threat or terrorist incident.

**Public Protection Duties (Martyn's Law)** refer to the legal requirement to implement "appropriate" and "reasonably practicable" measures to reduce the risk of physical harm during a terrorist attack.

## 3. Roles and responsibilities

### 3.1 Governing board

The governing board will:

- Ensure the school meets its responsibilities to keep pupils, staff and visitors safe.
- Familiarise itself with the school's protective security and preparedness plans.
- Monitor the implementation of this policy.
- Review this policy with the Co-Headteachers and health and safety coordinator.
- Ensure compliance with **The Terrorism (Protection of Premises) Act 2025**.

### 3.2 Co-Headteachers

The Co-Headteachers will:

- Promote the safety and wellbeing of pupils and staff.
- Appoint a competent security lead.
- Ensure emergency procedures are rehearsed and effective.
- Ensure staff receive training, including on **RUN HIDE TELL** and Martyn's Law duties.
- Appoint deputy incident leads.
- Ensure the school complies with all duties under Martyn's Law, including tier-specific requirements.
- Ensure the **responsible person** notifies the **Security Industry Authority (SIA)** that they are responsible for the premises.

### 3.3 Security lead

The security lead will:

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- Coordinate the school's protective security and preparedness work.
- Maintain policies that promote a strong security culture.
- Determine appropriate responses to incidents.
- Liaise with external agencies, including the police and SIA.
- Act as incident lead when required.
- Ensure compliance with Martyn's Law, including documentation and risk assessments.

### 3.4 Incident lead and deputies

They will:

- Lead the initial response to an incident.
- Liaise with the police and follow their advice.
- Make fast, clear decisions under pressure.
- Communicate with parents and manage media interest.
- Ensure staff and pupils are kept safe.

### 3.5 All staff

All staff members will:

- Ensure the safety of pupils during an incident.
- Participate in security and preparedness training.
- Report suspicious activity.
- Be familiar with incident response plans.
- Follow emergency procedures and instructions from the incident lead.

### 3.6 Responsible person (Martyn's Law)

The responsible person will:

- Notify the **Security Industry Authority (SIA)** of responsibility for the premises.
- Ensure compliance with all Standard or Enhanced Tier duties.
- Maintain required documentation and assessments.

## 3.7 Tier status under Martyn's Law

Hedgewood School has assessed its maximum occupancy, including pupils, staff and visitors. Based on this assessment, the school falls under the:

**[Insert: Standard Tier (200–799) or Enhanced Tier (800+)]**

This policy will be updated if capacity changes and the school moves between tiers.

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**3.8 Standard Tier duties**

The school must:

- Implement “appropriate” and “reasonably practicable” public protection procedures.
- Ensure staff receive terrorism-related awareness training.
- Maintain clear procedures for evacuation, invacuation and lockdown.

### 3.9 Appropriate procedures

The co headteachers and incident lead will determine which procedure to implement based on the circumstances and advice from emergency services.

Procedures include:

- Evacuation
- Invacuation
- Lockdown

All procedures must meet the Martyn’s Law requirement to be appropriate and reasonably practicable for reducing the risk of physical harm during a terrorist incident.

## 4.0 Lockdown procedure

**Definition**

Lockdown refers to securing the school premises to protect pupils, staff and visitors from a **potential or actual threat**. This may involve restricting movement, securing buildings, and taking shelter in safe locations.

Two levels of lockdown may be implemented:

- **Partial lockdown** – for potential or indirect threats
- **Full lockdown** – for serious and immediate threats

### 4.1 When lockdown may be used

A lockdown may be initiated in situations such as:

- Suspicious behaviour or police activity nearby
- A local community incident
- An intruder on site
- A terrorist or weapon-related threat
- Violent or dangerous behaviour
- Instruction from emergency services

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The decision to initiate lockdown will be made by the **Incident Lead or Co headteachers**, based on risk assessment and advice from emergency services.

## 4.2 Aim

The aim of lockdown procedures is to:

- Protect pupils, staff and visitors from harm
- Secure the school site against unauthorised access
- Minimise exposure to risk
- Enable a controlled and coordinated response

## 4.3 Partial lockdown

### Purpose

A partial lockdown is used when there is a **potential or indirect threat**, and it is safe to continue activities indoors with increased security measures.

### Actions

On instruction to initiate a partial lockdown:

- A clear signal or communication will be issued
- External doors and gates must be secured immediately
- Staff must:
    - Bring all pupils inside buildings promptly
    - Ensure doors and windows are closed and secured
    - Keep pupils in classrooms or supervised indoor areas
- Registers should be checked to confirm all pupils are present

### Movement

- Movement between buildings should stop unless authorised
- Pupils must remain indoors
- Breaks and outdoor activities will be suspended

### Visitors and site access

- No visitors allowed to enter or leave
- Parents/carers will be instructed not to attend the school
- Deliveries should be postponed where possible.

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## 4.4 Full lockdown

**Purpose**

A full lockdown is implemented where there is a **serious and immediate threat**, requiring individuals to take protective action by securing themselves and remaining out of sight.

**Actions**

On instruction to initiate a full lockdown:

- A distinct lockdown signal will be given
- Staff must immediately:
  - Lock or barricade doors
  - Close windows and blinds
  - Turn off lights where appropriate
  - Ensure phones are on silent (not vibrate)
- Pupils must be positioned:
  - Away from doors and windows
  - In a safe, concealed area
- All occupants must remain silent and out of sight

**Behaviour expectations**

Staff must:

- Stay calm and reassure pupils quietly
- Not open doors unless instructed by emergency services or the incident lead
- Be prepared to apply RUN, HIDE, TELL principles

Pupils must:

- Follow instructions immediately
- Remain still and quiet
- Not use phones unless instructed

**Movement**

- All movement must stop immediately
- No one should leave their secure area unless directed by emergency services or in immediate danger

## Communication during lockdown

- Communication will be clear, minimal and safe, using agreed systems
- The incident lead will:

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    - Liaise with emergency services
    - Provide updates where safe
- Staff must not share unverified information or use social media

Parents will be informed appropriately and instructed not to come to the school during an incident.

## Ending a lockdown

- Lockdown will only end when:
    - The incident lead gives the all-clear, or
    - Emergency services confirm it is safe
- A controlled return to normal activities will follow
- Registers must be taken

**After the incident**

Following any lockdown:

- Attendance and welfare checks will take place
- The school will:
    - Provide support for pupils, staff and families
    - Conduct a debrief
    - Review and update procedures

This supports the school's duty to review and improve safety procedures following incidents.

**5. Staff Training (RUN HIDE TELL)**

All staff will receive training on the **RUN HIDE TELL** principles and how to apply them on the school site. All measures will be implemented in line with the requirement to take steps that are **reasonably practicable**, considering the school's layout, resources and pupil needs.

For pupils and staff with SEND, adjustments will be made to ensure accessibility and safety. See PEEPs for individual.

**6. Communication during an incident**

Communication methods will be planned in advance, including silent alerts and code words. The incident lead will ensure communication is:

- Quick to activate
- Discreet and safe
- Accessible across the site

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- Capable of two-way communication

Parents will be informed promptly and instructed not to come to the school during an incident.

**7 Personal Emergency Evacuation Plans (PEEPs)**

PEEPs will be created for individuals who require assistance during evacuation or other emergency procedures. Plans will be reviewed annually or when circumstances change.

**8. Actions following incidents**

Following an incident, the school will:

- Provide support for pupils, staff and families.
- Conduct a full debrief and evaluation.
- Update procedures based on lessons learned.
- Activate the Business Continuity Plan where necessary.

9.**Monitoring and review**

This policy will be reviewed annually or sooner if statutory guidance changes. It will also be reviewed following any incident requiring activation of emergency procedures.

The policy will be updated whenever the **Security Industry Authority (SIA)** or **Home Office** publishes new statutory guidance under Martyn's Law. The SIA is expected to complete development of its regulatory functions and guidance by early spring 2027.

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