



# Incident Response & Procedures

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| Policy approved by LGB | TBC                                      |
| Reviewed               | September 2025                           |
| Next Review            | September 2026                           |
| Policy Owner:          | Vice-Principal Inclusion (Security Lead) |

**St Regis CE Academy needs to be a safe and inclusive environment where students and adults alike can flourish.** Without this all else fails. The strategic area of a safe learning environment will deliver, in line with all statutory obligations, the very best possible working practices in keeping students and adults protected and safe.

This policy aims to utilise the Protective Security and Preparedness for Education Settings document (DfE, April 2024).

*'God is our refuge and strength, an ever-present help in trouble. Therefore, we will not fear' Psalm 46:1-2*

### **Rationale**

The school needs to plan for a number of different incident response options so that staff can choose the most appropriate option for the particular circumstances of any incident that they face.

**Incident responses may include: Lockdown, Invacuation or Evacuation.** The following procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that students, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

Incident Response procedures may be activated in response to any number of situations, but some of the more typical might be:

- 1) A reported incident or disturbance in the local community (with the potential to pose a risk to students and adults in the school).
- 2) Attempted access by unauthorised persons' intent on causing harm/damage.
- 3) A warning being received regarding an environment risk locally, of air pollution (smoke plume, gas cloud, and lightning /severe storms etc).
- 5) A major fire in the vicinity of the school.
- 6) The close proximity of a dangerous animal.

### **Option A - Invacuation**

Invacuation is a precaution aimed to keep students and staff safe while remaining indoors. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to students and staff in the school. It may also be a result of a warning being received regarding the risk of air pollution, etc. In a partial lockdown staff and students should remain in the

building and all doors leading outside should be locked. **No-one should be allowed to enter or leave the building;** however, school business can continue as usual.

### **Notification of Invacuation**

Staff will be informed by the Principal or other member of the SLT of the need for the immediate implementation of the Invacuation procedures via email and/ or tannoy announcement. All computers to display this information.

### **Invacuation Procedures**

1. All outside activity to cease immediately and students and staff return to building. All staff and students should remain in the building and external doors are locked and windows closed.
2. A register must be taken by teachers at the earliest opportunity and the Attendance Officer advised that all students present on the day are accounted for.
3. Free movement may be permitted within the building dependent upon circumstances- this will be advised by the Principal/ Vice Principal.
4. In the event of air pollution or chemical, biological or radiological contaminants issues, air vents, fans, heating and air conditioning systems should be closed or turned off.

### **Communication with parents**

If necessary parents will be notified as soon as it is practical to do so via the Class Charts/ Arbor communication system.

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.

Students will not be released to parents during a partial lockdown.

Parents will be asked not to call school as this may tie up emergency lines.

If the end of the day is extended due to the lockdown, parents will be notified and will receive information from the Principal (or Vice Principal) or the emergency services about the time and place students can be collected/will be dismissed.

### **Option B – Lockdown**

#### **Notification of Lockdown**

Staff will be notified that lockdown procedures are to take immediate effect on hearing the lockdown alarm (activated from the main office/ Meeting Room 2) and /or receiving the 'Lockdown' alert message on a PC/laptop/tablet etc.

Any member of staff may initiate Lockdown Procedure by informing reception staff or SLT that there is an emergency. Staff will then activate the alarm.

## **Procedures:**

Follow the **CLOSE** procedure:

- Close all windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lockdown for some time

1. The above signal will activate a process of students being ushered into the school building as quickly as possible if they are outside and the locking of all external doors and internal connecting doors where practicable. Site Team and SLT to support with this process.

2. Students, adults (e.g. volunteers, visitors etc.) or staff not in a class for any reason will proceed to the nearest occupied classroom or office and remain with that class and class teachers, when lockdown procedure is activated.

**3. At the signal, staff and students remain in the room (or hall) they are in and the staff will ensure that:**

- The classroom / office door is locked from the inside (If it is not possible to lock the door then staff should barricade the door with tables, chairs etc.)
- Windows and blinds closed (where possible).
- Students are positioned away from sightlines from external windows/doors (as far as practicable)
- Lights, interactive panels, projectors and desktop monitors to be turned off.
- Mobile phones and any other electronic devices are put on silent mode.

4. No adult or child to leave the room for any reason whilst in lockdown.

5. Catering staff to ensure both the external and internal kitchen doors are locked and turn off the lights and any cooking equipment.

6. If practicable, staff should send an email to attendance officer (copying in SLT) via their iPad or laptop to identify those students not accounted for and any extra students or adults who are now in lockdown in their room /office with them.

7. Following activation of the lock down alarm, and providing it is safe to do so, the Vice Principals, ICT Lead, Principal's PA to relocate to the Vice Principal's office from where lockdown operations will be conducted. CCTV will be monitored from this secure area.

## **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

8. Staff to support children in keeping calm and quiet.
9. Staff should ensure that they keep all mobile/landline telephones free in order to receive any communication. They should keep email accounts open on a mobile phone/Ipad or laptop , and check them if safe to do so.
10. Staff to remain in lockdown positions until informed by a member of the Senior Leadership Team, in person that there is an all clear. This will be announced over the tannoy/ via email depending on situation.
11. As soon as possible after the lockdown, teachers should conduct a register and notify SLT immediately of any students not accounted for.

### **Option C: Evacuation**

**Evacuations are about moving people outside the building to protect from a threat in the building.**

Once a situation has become more stable and it is likely that our site will remain closed for a substantial time, we will consider whether it is appropriate to enact plans to send learners and staff home if safe to do so. The Incident Lead will only allow people to move away from muster points if we are sure that they will not re-enter any unsafe area.

#### **Evacuating to a safe location- Muster Points**

Evacuation will need to be to a safe location at a safe distance away from the threat. The safe distance depends on the possible size and type of the suspicious item.

#### **Staff Roles:**

1. **Principal** (or **Vice Principal** in their absence) will be nominated as the Incident Lead to initiate, manage and conclude the event.
2. **Principal** or **Vice Principal** to call the police, the CEO and the Local Authority if necessary.
3. If a group of students is out of school e.g. sports fixture or visit, the **Business Manager/ Assistant Principal PD** will call the visit leader and warn them that school is in lockdown. Advice will be given as to when it is safe to return to school.
4. **Vice Principal** and ICT Lead to monitor CCTV in VP office and keep the Incident Lead up to date on any source of danger/ intruder movement around the building (if applicable and safe to do so).
5. **Attendance Officer, Student Welfare Manager and Safeguarding Officers** to collate information received from classrooms / offices regarding staff student whereabouts and keep the Incident Lead updated.

6. **Incident Lead** to send out any staff emails / correspondence as necessary and in conjunction with advice from the emergency services.
7. **Assistant Principals** to cover any of the above roles as required.
8. **Principal's PA** to send any parental communications as necessary and in conjunction with advice from the emergency services.
9. Teaching staff will (as best they can) keep a calm atmosphere in the classroom, the students engaged in a quiet activity and keep alert to the emotional needs of the students.
10. Staff should not allow anyone out of the classroom/office during a lockdown under any circumstances.

## **Communication**

### **Communicating with each other during an incident**

The Incident Leads and staff in the setting should communicate via email and/ or mobile phone until police and emergency responders arrive.

### **Communicating with the Police**

During an incident the role of the police emergency response may include:

- Leading the incident response once on site
- Advising on the incident response, even before arriving on site
- Working in partnership with our setting's Incident Lead and all staff present
- Armed police being deployed to resolve the incident

\*Seeing police arrive can be an unsettling experience for you and the learners you are with. Staff need to role model the correct behaviour for learners:

- Follow the police officer's instructions
- Remain calm
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

Initially, officers may not be able to identify the attacker. As such, when they come across you they may:

- Point guns at you/ your group
- Treat you firmly
- Question you
- Be able to distinguish you from the attacker
- Officers will evacuate you when it is safe to do so.

### **Communication with parents/ Carers**

If necessary parents will be notified as soon as it is practical to do so via text/email through the Class Charts/ Arbor communication system.

Parents will be told:

*There has been a security incident at St Regis CE Academy. We have taken precautionary measures to evacuate/ lockdown the site temporarily to keep learners safe. Our staff are looking after all learners and the police are also on site to resolve the incident. For everyone's safety, please stay away from the site. We ask you to not attempt to communicate with the school office so that staff can prioritise supporting learners and liaising with police. We will provide further updates using this method. We will inform you about any arrangements to collect your child/ allow your child to go home when the incident is resolved, and normal activities are resumed. Thank you for your support and we will update you as soon as possible when we know more.*

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.

Students will not be released to parents during a lockdown.

Parents will be asked not to call school as this may tie up emergency lines.

If the end of the day is extended due to the lockdown, parents will be notified and will receive information from the Principal or the emergency services about the time and place students can be collected.

### **Lockdown drills**

Lockdown practices will take place at least twice a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

### **Review**

The Vice Principal- Inclusion (Security Lead) will review the policy annually in the Summer term or earlier than this, if the government introduces new regulations or if recommendations on how the policy might be improved are received.

# Lockdown Procedure

Follow the CLOSE procedure:

- Close all windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lockdown for some time