



Invacuation Policy — Kingsway Primary School

"Inspired to make a difference together — each child thrives from the moment they arrive."

Policy Status

Statutory — This policy is a mandatory requirement.

Document Summary

This document sets out Kingsway Primary School's procedures for invacuation (lockdown), including command structure, staff responsibilities, alert codes, site-specific arrangements, and governance requirements. It must be read in conjunction with the school's Safeguarding Policy, Health and Safety Policy, and Business Continuity Plan.

🛡️ STATUTORY POLICY

INSPIRING LEARNERS MULTI ACADEMY TRUST

ANNUAL REVIEW REQUIRED

Policy Control Information

The following policy control table records the key administrative details of this policy. This information must be kept current and updated following each review cycle.

Field	Detail
Policy Title	Invacuation (Lockdown) Policy
Headteacher	Kate Baskeyfield
Deputy Headteacher	Claire Lowe
Chair of Governors	Helen Johnson
Site Manager	Nazim Dervish
Date Adopted	29 September 2026
Review Date	Annual — by end of Summer Term each year
Status	Statutory
Published on Website	Yes
Statutory Basis	Education Act 2002 s.175; Health and Safety at Work etc. Act 1974; Keeping Children Safe in Education (current edition); Counter-Terrorism and Security Act 2015 (Martyn's Law); DfE Guidance: Protective Security and Preparedness for Schools (2023); HM Government: Stay Safe guidance
Related Policies	Safeguarding and Child Protection Policy; Health and Safety Policy; Business Continuity Plan; Fire Safety Policy; SEND Policy; Behaviour Policy; Complaints Policy
Written By	Kate Baskeyfield, Headteacher

Our Vision and Values

At Kingsway Primary School, the safety and wellbeing of every child and member of staff is our highest priority. This policy reflects our commitment to being a school where every person feels safe, protected, and cared for — and where our response to any threat is calm, coordinated, and effective.

This policy has been written in accordance with statutory guidance and is reviewed annually by the Full Governing Body and tested through regular drills and staff training.

Togetherness

We respond to threats as a unified team, with clear roles, shared understanding, and mutual support. Every member of staff has a defined role and is trained to fulfil it.

Difference

We recognise that some pupils — including those in our small specialist classes — have additional needs that require tailored evacuation arrangements, and we plan for them explicitly.

Passionate About Learning

We aim to minimise disruption to learning while never compromising on safety. Effective, practised procedures mean we can return to normality as quickly as possible.

Inspired to Grow

We learn from every drill, debrief, and incident to continuously improve our practice. Post-incident review is a non-negotiable part of our safety culture.

What is Invacuation?

Invacuation (also referred to as Lockdown) is the process of rapidly securing the school building and its occupants in response to a threat — whether external or internal — that makes it safer to remain inside than to evacuate. It is a **distinct procedure from fire evacuation** and must never be confused with it.

Circumstances That May Trigger Invacuation

- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and pupils
- An intruder on the school site with the potential to pose a risk to staff or pupils
- A warning regarding air pollution, smoke plume, gas cloud, or chemical, biological, or radiological (CBR) contamination in the vicinity
- A major fire in the vicinity of the school (but not on the school site — see Fire Safety Policy)
- A direction from the Police or other emergency services to shelter in place
- Any other credible threat assessed by the Headteacher or senior leader as requiring the school to secure its building and occupants

What Invacuation is NOT

These distinctions are critical. All staff must understand them.

- Invacuation is **not a fire drill** — the fire alarm must be **disregarded** during invacuation unless staff are specifically instructed otherwise by the Gold commander or emergency services
- Invacuation does **not mean evacuation** — pupils and staff move **into** secure spaces, not out of the building

Statutory and Regulatory Framework

This policy is grounded in a robust statutory framework. It has been developed in response to the school's **January 2026 Security Audit** and reflects the management actions agreed in the school's formal response to that audit.



Education Act 2002, s.175

Places a duty on governing bodies to make arrangements to safeguard and promote the welfare of pupils.



Health and Safety at Work etc. Act 1974

Requires employers to ensure, so far as is reasonably practicable, the health, safety, and welfare of all employees and others on the premises.



Keeping Children Safe in Education (KCSiE, current edition)

Requires schools to have in place arrangements to keep children safe, including from threats on or near the school site.



Counter-Terrorism and Security Act 2015 / Martyn's Law

Requires proportionate protective security and preparedness measures. Kingsway's recently installed internal tannoy system directly supports compliance with this duty.



DfE Guidance — Protective Security and Preparedness for Schools (2023)

Sets out the expectation that all schools have a tested lockdown/invacuation procedure in place.



HM Government — Stay Safe Guidance / Ofsted

Provides the national framework including Run, Hide, Tell principles. Ofsted inspectors will consider whether effective arrangements exist to keep pupils safe from threats beyond the school gate.

Site Security at Kingsway Primary School

Kingsway Primary School benefits from a layered physical security infrastructure that supports effective invacuation. Staff must be familiar with all security features as part of their invacuation responsibilities. Security arrangements were reviewed as part of the **January 2026 Security Audit**.

Perimeter Security

- Secure perimeter fence enclosing the school site
- External electronic gate kept **closed** during the school day (implemented March 2026 — Audit 1.01)
- Field and MUGA secured; not publicly accessible during school hours

Building Access Control

- All access doors to the main building are **fob-controlled**
- Hall door on electronic fob system
- Staff always present in school office; no unauthorised entry (Audit 2.02)
- **Important:** Fob security remains active during invacuation — fire alarm de-activation of fobs does NOT apply

Window and Door Blinds

- Blinds fitted to doors and windows throughout the school for rapid visual concealment
- Installation in all remaining classrooms included in Estate Strategy (Audit 6.01, timescale: Summer 2026)

CCTV and Mobile Classroom

- Quote for low-cost CCTV covering entrance area sought (Audit 2.01); installation planned in estate strategy
- Mobile classroom staff have key access to connecting door for rapid return to main building (Audit 8.01)

Alert and Release Codes

Kingsway Primary School uses specific coded language to communicate an invacuation alert and to confirm that invacuation has ended. These codes are known only to staff and must **never** be shared with pupils, parents, or members of the public.

Invacuation Alert Message

"Mrs Lockett is at the Office"

On hearing this message — by any means of communication — all staff must immediately initiate the invacuation procedure for their area **without delay or further instruction**. Where a class or group of pupils is outside the school building, the alert will be communicated via the tannoy system and/or walkie-talkie; staff outside must respond immediately on hearing the alert by either channel.

Invacuation Release Code

"Code Pink"

Staff must not open doors, release pupils, or stand down from invacuation until they have heard the release code from a **known and trusted member of staff** or from emergency services personnel.

- ⊗ **CRITICAL SAFEGUARD:** Do not respond to any instruction to open a door unless you have heard the release code "**Code Pink**". If someone attempts to gain entry and cannot provide the release code, the door must remain locked and the office must be notified immediately — **silently, by text or Teams message**. The release code must be changed following any invacuation event or drill, and all staff must be informed of the new code before the next school day.

Command and Control Structure

Kingsway Primary School uses the nationally recognised **Gold, Silver, Bronze** command structure to manage invacuation incidents. All staff must understand their tier and act within it at all times.

Gold — Strategic Command

Kate Baskeyfield (Headteacher);
deputised by **Claire Lowe** (DHT)

- Overall responsibility for the decision to initiate and lift invacuation
- Liaises directly with emergency services (Police, Fire, Ambulance)
- Formulates strategy; authorises all communications to parents and the Trust
- Designates a record-keeper to document all decisions, times, and events

Silver — Tactical Command

Office Manager / Senior Administration Staff (Main Office)

- Manages tactical implementation of Gold's strategy
- Operates the tannoy system; sends Teams messages; contacts staff by phone
- Maintains live record of all persons on site, locations, and injuries
- Remains on the line with 999 throughout the incident

Bronze — Operational Command

Class Teachers, TAs, Lunchtime Staff, Nazim Dervish (Site Manager)

- Directly controls safety of pupils and staff in their area
- Carries out sweep of their zone; secures rooms; accounts for all persons
- Remains in secured area until released by Gold via "**Code Pink**"

Initiating Invacuation — Step-by-Step Procedure

Speed is paramount. On receipt of information indicating a threat, the following steps must be taken immediately and in sequence. If in any doubt, **initiate invacuation** — it is always better to act and stand down than to delay.

1 Assess the threat

The Headteacher (or most senior person available) quickly assesses the information and its source to determine whether the threat is credible.

2 Call 999 immediately

Do not wait until the building is secured. Provide the nature of the threat, the school address, and the number of persons on site.

3 Broadcast the alert

Silver broadcasts "**Mrs Lockett is at the Office**" via the internal tannoy system, simultaneously supported by a Teams message and direct phone calls where needed.

4 Secure the perimeter

Nazim Dervish (Site Manager) or designated Bronze staff member secures the external gate and any external access points not already fob-controlled.

5 Secure the main entrance

The school office closes shutters and blinds. The main entrance is secured. No one is admitted to or released from the building.

6 Establish the Operations Room

Gold and Silver assemble in the Main Office. A designated record-keeper begins documenting all decisions, times, events, and communications from this moment forward.

Staff Areas of Responsibility

On receipt of the alert message "**Mrs Lockett is at the Office**" — by any means — all staff must act immediately. The first priority is to ensure all pupils and staff are out of harm's way and in a secure location.

School Office (Operations Room)

- Close shutters and blinds on all office windows and doors; lock all office doors
- Broadcast alert via tannoy and Teams; remain on line with 999
- Maintain live log of persons on site, locations, and any injuries
- Do not admit any person to the building without Gold authorisation

Main Building — Classrooms

- Lock all external and classroom doors; close all blinds
- Sweep corridors; bring any pupils in corridors into the nearest secure room
- Account for all pupils; report missing pupils to office by **silent text**
- Move pupils away from doors and windows; get down and stay low; conceal under furniture; remain quiet
- Turn off lights and all audio/visual equipment; barricade doors with furniture if they cannot be locked

Mobile Classroom (Portacabin)

- Lock all external doors immediately; close all blinds
- Use key access to the connecting door to return to the main building **only if it is safe to do so** and Gold has directed this — otherwise shelter in place
- Account for all pupils and report status to the office by silent text

Small Specialist Classes

- Follow the tailored invacuation plan at **Appendix 1**, which accounts for specific SEND, communication, mobility, and medical needs
- Small specialist classes lead is responsible for accounting for all pupils and staff and reporting to Gold
- All small specialist classes staff must be familiar with the tailored plan and must have practised it in drills

Pupils and Staff Outside the Building

Not all pupils and staff will be inside the building when an invacuation is initiated. The procedure differs depending on location at the time of the alert.

Within the Secured Perimeter — External Play Areas / Playgrounds

This is the **default and preferred option** for all pupils in the school's external play areas and playgrounds, which are within the secured perimeter.

- On receipt of the alert, staff must bring all pupils inside the building immediately and initiate the standard invacuation procedure
- Do not stop to collect belongings — speed is paramount

Outside the School's Main Footprint

If staff and pupils are outside the main footprint of the school (e.g. on an educational visit, at the football pitch beyond the perimeter, or in the community) when the alert is received:

- **Do NOT attempt to return to the school building** — this may move pupils towards the threat
- Move as far away from the school buildings as possible and seek cover or shelter
- Co-operate with emergency response officials if required to do so
- Leave the area safely and calmly via the nearest safe exit; do not congregate near school gates or the street
- Update the Main Office immediately regarding your location, status, and number of pupils in your care
- Proceed to the predetermined safe assembly point:
George H Carnell

During Invacuation — Conduct and Communications

Once invacuation has been initiated, the following requirements apply to all staff for the duration of the incident. Discipline and silence are essential to the safety of all occupants.

All Staff — During Invacuation

- Follow the instructions of Gold (Headteacher / DHT) and, once on site, the Police or other emergency services
- Keep mobile phones on but switched to **silent/vibrate** at all times
- Do not contact the school office unless reporting a missing pupil, an injury, or information directly relevant to the incident
- Do not open any door in response to a knock or request unless you have heard the release code "**Code Pink**" from a known and trusted person
- **Disregard the fire alarm** unless specifically instructed otherwise by Gold or emergency services
- Do not use social media or contact parents directly — all parent communications are managed by Gold
- Do not disturb any objects or areas that may constitute crime scene evidence

Gold / Silver — Operations Room

- Stay on the line with 999 and continue to provide information as requested by the emergency operator
- Describe the situation based on information received from staff across the building
- Identify and record whether anyone is injured and the severity of injuries
- Document all times and events; this record will be presented to the Police on their arrival
- Prepare a list of all persons on site, their locations, and any persons unaccounted for
- Manage all communications with the Trust, Local Authority, and (when safe to do so) parents



The fire alarm must be **disregarded** during invacuation unless Gold or emergency services specifically instruct otherwise. Do not evacuate the building in response to the fire alarm while invacuation is in progress.

Arrival of Emergency Services

Once the Police or other emergency services arrive on site, they assume **ultimate command and control** of the incident. All staff, pupils, and other occupants must provide full co-operation and follow police direction without question.

→ Access and Egress Control

The Police will control all access to and egress from the school site and its buildings. Staff must not open any door to emergency services personnel unless they have heard the release code "**Code Pink**" or have been able to visually verify the identity of the person requesting entry through a window or intercom.

→ Gold Briefing

Gold (Kate Baskeyfield, or Claire Lowe in her absence) will meet emergency services at the perimeter and brief them on: the layout of the site; the number of persons on site; their locations; and any known injuries. The record of decisions and events maintained by the designated record-keeper must be made available to the Police immediately on their arrival.

→ Crime Scene Preservation

Staff, pupils, and other occupants must be aware that any part of the site may constitute a crime scene. They must avoid touching or disturbing any objects or areas unnecessarily. Staff must actively discourage pupils and others from disturbing potential evidence.

Lifting Invacuation

Invacuation will be lifted only when it is confirmed safe to do so. **No staff member may stand down, open a secured door, or release pupils** until the formal release has been communicated using the release code.

Who Can Lift Invacuation

- **Where the Police have assumed command:** invacuation is lifted by the Police, in consultation with Gold
- **Where the Police have not been involved:** invacuation is lifted by Gold — Kate Baskeyfield, or Claire Lowe in her absence

How Invacuation is Lifted

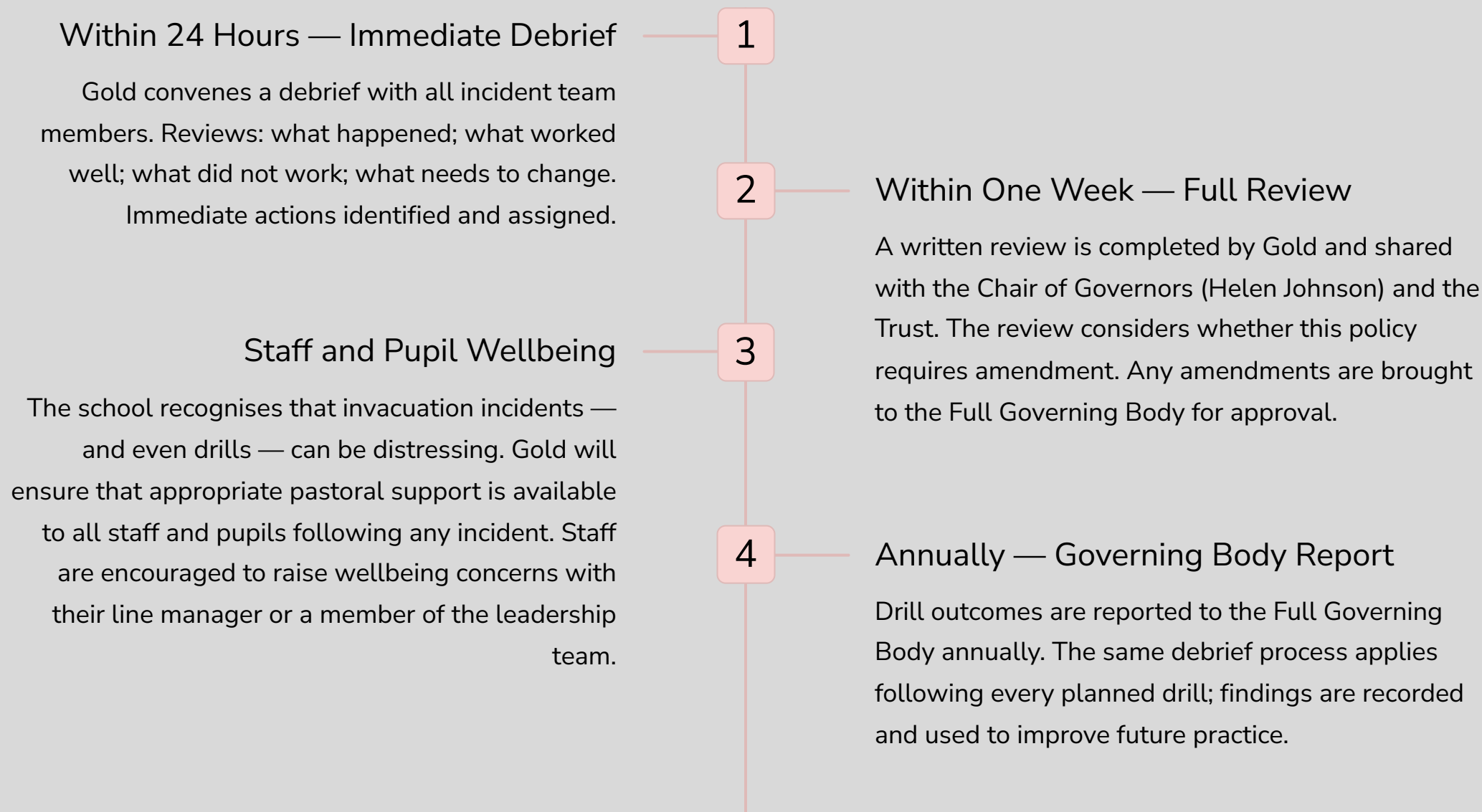
- The release code "**Code Pink**" is communicated to all staff via the tannoy system, Teams message, and/or direct verbal communication from a known and trusted member of staff
- Staff must hear the release code before taking any action to open doors or move pupils
- Gold will provide clear instructions on what actions to take following the release — this may include remaining in classrooms, moving to a specific area, or a staged release of pupils

Immediately After Invacuation

- A full roll call must be completed as soon as it is safe to do so; any discrepancies must be reported to Gold and the Police immediately
- Any injuries must be assessed and appropriate first aid or emergency medical support provided
- The record of decisions and events must be preserved and handed to the Police if required
- Parents must be informed as soon as practicable, using agreed communication channels; Gold will manage all parent communications
- The Trust must be notified in accordance with the school's reporting obligations

Post-Incident Debrief and Review

Every invacuation — whether a live incident or a planned drill — must be followed by a structured debrief. This is a statutory expectation and a key mechanism for continuous improvement at Kingsway Primary School.



Pupils with Additional Needs — Small Specialist Classes and SEND

Kingsway Primary School recognises that pupils with Special Educational Needs and Disabilities (SEND), and those in the small specialist classes, may require additional support and tailored arrangements during an invacuation. This is a statutory requirement under the **Equality Act 2010** and the **SEND Code of Practice 2015**.

Small Specialist Classes — Tailored Plan (Appendix 1)

- Separate tailored Invacuation Plan maintained at Appendix 1 of this policy
- Developed in consultation with small specialist classes staff, **Paul Walker** (AHT for Inclusion), and where appropriate, parents and health professionals
- Accounts for: communication needs; mobility or physical needs; additional adult support requirements; and medical needs during extended invacuation
- Reviewed annually and following any drill or live incident

Individual SEND Pupils in Mainstream Classes

- Specific arrangements recorded in the pupil's Individual Health Care Plan (IHCP) or SEND support plan and communicated to all relevant staff
- Class teachers are responsible for awareness of any pupil-specific invacuation arrangements
- **Paul Walker** (AHT for Inclusion) oversees the integration of invacuation arrangements into SEND provision across the school

Pupils with Communication Needs

- Staff must use clear, calm, and simple language when directing pupils with communication needs
- Visual supports (e.g. visual timetables, now/next boards) may be used where appropriate and available
- Staff must not assume that a pupil with communication needs has understood an instruction — they must check and confirm

Training, Drills, and Preparedness

Effective invacuation depends entirely on staff being trained, confident, and practised. The school is committed to ensuring that all staff can act quickly and effectively in the event of an invacuation.

Mandatory Training for All Staff

- All staff must be familiar with the HM Government **Stay Safe** principles (Run, Hide, Tell): gov.uk/stay-safe-film
- All staff must know the alert message ("**Mrs Lockett is at the Office**"), the release code ("**Code Pink**"), their area of responsibility, and the command structure
- All new staff must receive invacuation training as part of their induction, **before** they are left unsupervised with pupils
- All staff must receive refresher training at the start of each academic year

Working with External Partners

- The school works with Global Policing to review and test lockdown procedures (Security Audit 9.01, timescale: Summer 2026)
- The school will invite the local Police to participate in or observe drills where possible
- The school will seek advice from the Local Authority and the Trust on best practice and any changes to statutory guidance

Drills — Minimum Requirements

- At least **one invacuation drill** must be conducted each academic year
- The school aims to conduct **two drills per year** (one per term, excluding Summer Term)
- Drills must be **unannounced** where possible, or announced only to Gold and Silver, to ensure an authentic test of the procedure
- Drills must include the **mobile classroom** and the **small specialist classes**
- Drill outcomes — including time to full lockdown, any areas of difficulty, and actions arising — must be recorded and reported to the Full Governing Body

Roles and Responsibilities — Summary

The table below provides a consolidated summary of all key roles and named individuals with invacuation responsibilities at Kingsway Primary School. This table should be used for quick reference during training and drills.

Role	Named Person	Invacuation Responsibility
Headteacher (Gold)	Kate Baskeyfield	Overall command; decision to initiate and lift invacuation; liaison with emergency services and Trust; deputised by Claire Lowe
Deputy Headteacher (Gold Deputy)	Claire Lowe	Acts as Gold in Headteacher's absence; supports Gold during incident
Office Manager / Admin Staff (Silver)	Senior Admin Staff	Tactical command; tannoy broadcast; Teams communications; 999 liaison; record-keeping; visitor control
Class Teachers (Bronze)	All Class Teachers	Secure classroom; sweep corridor; account for pupils; maintain calm; await release code
Teaching Assistants (Bronze)	All TAs	Support class teacher; assist pupils with SEND; support small specialist classes plan as directed
Lunchtime Staff (Bronze)	All Lunchtime Staff	Bring pupils inside; support Bronze procedures during lunchtime incidents
Site Manager (Bronze)	Nazim Dervish	Secure external gate and perimeter; support physical security measures; report to Gold
Assistant Headteacher for Inclusion / Small Specialist Classes Lead	Paul Walker	Oversee small specialist classes and SEND invacuation arrangements; review tailored plans
Pastoral Lead / SEND Family Liaison	Elizabeth Dunstan	Support pupil and family communication post-incident; pastoral support
Chair of Governors	Helen Johnson	Strategic oversight; receive post-incident report; approve policy amendments
Small Specialist Classes Lead	Paul Walker (Assistant Headteacher for Inclusion)	Implement tailored small specialist classes invacuation plan; account for all small specialist classes pupils and staff

Confidentiality, Data Protection, and Communications

Information relating to invacuation incidents — including the alert message, release code, and any records of incidents — is sensitive and must be handled with the highest level of confidentiality in accordance with UK GDPR and the Data Protection Act 2018.

During an Incident

- All parent communications during an incident are managed **exclusively by Gold**; no staff member may contact parents directly
- Staff must not post on social media or share information about the incident with anyone outside the school during or immediately after an incident
- The alert message and release code must not be shared with pupils, parents, or members of the public

Post-Incident Records

- Records of invacuation incidents are stored securely and accessible only to authorised staff
- Records are processed in accordance with **UK GDPR** and the **Data Protection Act 2018**
- Parents will be informed of any invacuation incident as soon as practicable after the event, using agreed and confidential communication channels
- Any media enquiries must be directed to the Headteacher (Kate Baskeyfield) or the Trust; no staff member may speak to the media without authorisation

Complaints Escalation Pathway

- Any concerns about the school's invacuation arrangements should be raised in the first instance with the Headteacher (**Kate Baskeyfield**)
- Formal complaints are handled in accordance with the **Inspiring Learners Multi Academy Trust Complaints Policy**
- Where a complaint relates to a safeguarding concern, it will be handled under the school's **Safeguarding and Child Protection Policy**

Policy Review and Governance

This policy is a living document. It must be reviewed annually and whenever circumstances demand it. The Headteacher and Chair of Governors hold joint accountability for ensuring this policy remains current, statutory-compliant, and fit for purpose.

Review Requirements

- Reviewed **annually** by the Full Governing Body, by the end of the Summer Term each year
- Must also be reviewed following any live invacuation incident, any significant change to the school's physical security arrangements, or any change to statutory guidance
- Kate Baskeyfield (Headteacher) is responsible for ensuring the policy is kept up to date and that all staff are informed of any changes
- Helen Johnson (Chair of Governors) holds strategic oversight of this policy on behalf of the Full Governing Body
- Drill outcomes, incident reports, and any policy amendments are reported to the Full Governing Body at least annually
- This policy is published on the school website and is available from the school office on request

Approval Record

Field	Detail
Approved by	Full Governing Body
Approval date	29 September 2026
Next review date	September 2027
Headteacher signature	Kate Baskeyfield
Chair of Governors signature	Helen Johnson

Quick Reference — Invacuation at a Glance

This summary table is for rapid staff reference. It does not replace the full policy. All staff must be familiar with the complete document. This page may be laminated and kept in each classroom and the school office.

Action / Requirement	Detail
Alert message	"Mrs Lockett is at the Office"
Release code	"Code Pink"
Alert broadcast method	Internal tannoy system (primary); walkie-talkie (for staff and pupils outside the building); Microsoft Teams (secondary); direct phone call (where needed)
Gold commander	Kate Baskeyfield (Headteacher); deputised by Claire Lowe (DHT)
Silver commander	Office Manager / Senior Admin Staff (Main Office)
Bronze commanders	Class Teachers, TAs, Lunchtime Staff, Site Manager (Nazim Dervish)
Call 999	Immediately — do not wait until building is secured
Fire alarm during invacuation	DISREGARD unless instructed otherwise by Gold or emergency services
Mobile classroom	Shelter in place OR return to main building via key-access connecting door — only if directed by Gold and safe to do so
Small specialist classes	Follow tailored plan at Appendix 1
Release from invacuation	Only on hearing " Code Pink " from a known and trusted person
Do NOT	Open doors without release code; contact parents directly; use social media; disturb potential evidence
Safe assembly point (if outside footprint)	George H Carnell
Drills	Minimum one per academic year; small specialist classes and mobile classroom included
Policy review	Annual — Full Governing Body, end of Summer Term

 This policy is statutory. It must be read in conjunction with the Safeguarding and Child Protection Policy, Health and Safety Policy, Business Continuity Plan, and the Small Specialist Classes Invacuation Plan (Appendix 1). Published on the school website. Available from the school office on request. — **Kingsway Primary School / Inspiring Learners Multi Academy Trust**