



Calder Valley Steiner Education

Calder Valley Steiner Nursery

Making time for Childhood

Invacuation Policy

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INVACUATION POLICY

Calder Valley Steiner Education (CVSE) recognises that, within its Emergency Procedures, a plan needs to be made to help combat a threat to children and staff which occurs whilst they are outside of the school building, but in the nursery grounds.

This policy sets out the nursery response to such an emergency but recognises that it is impossible to legislate for every possible scenario so as to protect 100% of the children and staff 100% of the time.

The policy, therefore, will need to be kept under constant review to reflect changing circumstances and experience. The policy applies at all times of the day and must therefore be shared with every member of staff.

CALMNESS IS THE KEY

It is vital that the policy and its implementation, does not lead to a panic mentality. Children should be encouraged to treat any emergency with the utmost calm and follow the guidelines with common sense. They need to be taught how to respond through practice as well as through talk.

THREATS

There are a number of possible situations which could be seen as a threat and therefore demand a response.

For example:-

- An animal wandering into the nursery grounds
- A stranger who enters or attempts to enter the school grounds.
- An estranged parent, without current access to their child.
- An object thrown into the school grounds from outside.
- The collapse of a tree, wall or fence etc.
- However, this list is not exhaustive.

RESPONSE

1. Whenever a group of children is outside there will always be at least one adult with them.

2. In the event of a threat arising it is the responsibility of the adult(s) with them to get the children into the building as quickly and as sensibly as possible through one of the designated entrances. In order to do this a member of staff will raise the alarm using the whistle until all children are inside and accounted for.

3. Once the children are in school a number of steps need to be followed: -

- Doors will be locked by the last adult
- The member of staff will notify the Invocation Team, who will, ensure that all doors are closed and locked.
- Emergency will be called as necessary.
- Staff in nursery with the children will take a further head count and check it against the number on the class register, they then notify the Early years manager that all children are accounted for.
- Depending on the circumstances, staff should ensure pupils remain in the classroom with locked doors and windows. Staff will be instructed as to whether it is necessary to close the curtains, move to a different area or sit down on the floor.
- Await further instructions from invacuation team.

RAISING THE ALARM

It is important that all people on site at the time of an emergency know that they need to respond at the earliest opportunity. We have agreed that children will be brought into the building on hearing the whistle. From there an assessment will be made and the appropriate emergency services contacted. Advice from those services will be taken.

ENTRANCES

Bearing in mind the need to ensure that the school building is secure from strangers who may wander in at any time, we need also to ensure that there are sufficient entrances which may be used in the event of an emergency.

1. The Main Entrance next to the Office
2. The Emergency Exit at bottom of stairs
3. The Emergency Exit at bottom of stairs for nursery

This will of course mean that staff out on duty at any given time would need to keep an eye on those entrances. Common sense and calmness is key during emergency invacuations.

INVACUATION TEAM

1. Kate Lunn – DSL

INVACUATION DRILL

In order to ensure that the children know the procedure fully a practice drill will take place each term. A record of these drills will be kept in the invacuation folder (see Appendix 2.)

FURTHER INFORMATION

All staff are aware of this policy and of the Invacuation procedure and drill.

All staff will adhere to this policy.

The policy will be reviewed and updated as new legislation/guidance dictates.

Appendix 1

Procedure details

1. Teacher will blow the whistle

2. Children will assemble with the teacher
3. A headcount will be taken
4. Children will be taken upstairs by the teacher
5. If any of the children are too little to climb the stairs quickly, they will be carried if necessary
6. The assistant will sweep for any children left in the garden
7. The assistant will be the last in the building and will drop the latch on the door downstairs
8. The assistant will join the teacher in the classroom and lock the door
9. The curtains will be drawn as necessary
10. The teacher will, hold the children with a story, on the floor
11. The Early years manager will be informed
12. The EYM will ensure all the doors are locked on the other side of the building
13. Emergency will be contacted as required
14. Children will be kept away from the windows and cloakroom area



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Appendix 2.

Invacuation Practise Record

Date/ Time	Comments	Planning/Learning Required