



**EVERYTHING
EDUCATION**

LOCKDOWN AND EVACUATION POLICY

2026-2027

OWNERSHIP	Everything Education School
AUTHORISED BY	M Hussain (Headteacher)
EFFECTIVE FROM	1/9/2026
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Everything Education School

1234-1238 Coventry Road, Yardley, Birmingham B25 8BZ

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1.0 PURPOSE AND SCOPE

Everything Education School is committed to maintaining a safe and secure environment for pupils, staff, visitors and contractors. This policy sets out the school's arrangements for responding to incidents that may require lockdown, evacuation, invacuation/shelter, emergency closure or another protective action.

The policy applies during the school day and to school-organised activities on the premises. It should be read alongside the school's Health and Safety, Safeguarding and Child Protection, Fire Safety, Risk Assessment, Accessibility, SEND, First Aid, Behaviour, Visitor and Business Continuity arrangements.

The response to any incident will be proportionate to the circumstances. Staff must prioritise life safety, follow instructions from the Headteacher or emergency services, and avoid actions that expose pupils or others to unnecessary risk.

2.0 LEGAL AND GUIDANCE FRAMEWORK

This policy has regard to relevant legislation and national guidance, including:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Regulatory Reform (Fire Safety) Order 2005;
- Equality Act 2010;
- Education (Independent School Standards) Regulations 2014, including premises, welfare, health and safety requirements;
- Keeping Children Safe in Education 2026;
- Department for Education: School and college security guidance, updated 3 July 2026;
- Department for Education: Emergency planning and response for education, childcare and children's social care settings; and
- the school's current fire risk assessment, premises risk assessments and emergency plans.

The Department for Education's 2026 security guidance expects schools, including independent schools, to have suitable policies and plans for managing security-related incidents, supported by risk assessment, training and appropriate emergency procedures.

3.0 PRINCIPLES

- Safeguarding and the safety of pupils and staff are the first priority.
- Emergency arrangements will be based on the school's actual premises, cohort and assessed risks.
- Evacuation is used when it is safer to leave the building; lockdown or invacuation is used when it is safer to remain secured inside.
- Staff must remain calm, maintain supervision and provide clear, age- and need-appropriate instructions.
- Emergency services instructions take precedence once they assume control.
- No person should re-enter an evacuated building, or leave a secured area during lockdown, until authorised.
- Reasonable adjustments and individual emergency arrangements will be made for pupils or adults who require them.

4.0 ROLES AND RESPONSIBILITIES

Proprietor / Directors: retain strategic oversight, ensure suitable resources and arrangements are in place, and receive assurance following significant incidents or reviews.

Headteacher: has day-to-day responsibility for implementation, decides the initial protective action where practicable, coordinates the school response, liaises with emergency services and the proprietor, and ensures follow-up actions are completed.

Designated Safeguarding Lead: supports safeguarding decisions, pupil welfare, information sharing and post-incident support, and ensures safeguarding concerns arising during an emergency are acted upon.

All staff: must know the emergency arrangements, follow instructions, supervise pupils, account for those in their care, report concerns immediately and participate in training/drills.

Pupils: will be taught, in an appropriate and non-alarming way, to follow staff instructions promptly and remain with their group during an emergency.

5.0 EMERGENCY RESPONSE OPTIONS

Depending on the threat and advice available, the school may use one or more of the following responses:

- Evacuation - moving people away from danger to a safe assembly point or alternative location.

- Lockdown - securing people within rooms or other protected areas to reduce exposure to an external or internal security threat.
- Invacuation / shelter - moving people to safer areas within the building, for example because of an external environmental hazard.
- Partial lockdown or controlled movement - restricting access or movement in part of the premises.
- Emergency closure - closing or temporarily relocating provision where the premises cannot safely remain open.

Staff should not assume that a fire alarm automatically overrides a lockdown instruction where a known security incident is in progress. The safest response will depend on the immediate threat and any instructions from emergency services. Where there is evidence of fire or smoke, staff must act to protect life and follow the safest available route.

6.0 LOCKDOWN PROCEDURE

A lockdown may be initiated where remaining inside and securing the premises is assessed as safer than evacuation. Examples may include an intruder, weapon-related incident, serious violence, dangerous activity immediately outside the school, or another security threat.

On receiving the school's agreed lockdown instruction or signal, staff should, where safe to do so:

- bring pupils and nearby visitors into the nearest suitable secure room;
- close and secure doors and windows where possible;
- move people away from doors and windows and reduce visibility where appropriate;
- maintain silence or low noise where the nature of the threat requires it;
- take the register or otherwise account for pupils and adults without delaying immediate safety actions;
- keep pupils calm and provide additional support for pupils with SEND, communication or sensory needs;
- place mobile devices on silent where appropriate and avoid unnecessary calls that could compromise safety;
- do not open doors or leave the protected area until an authorised all-clear is given or emergency services direct otherwise; and
- report missing, injured or particularly vulnerable persons through the agreed communication route when safe to do so.

Staff must not investigate a suspected intruder or threat unless specifically required as part of their role and it is safe to do so.

7.0 EVACUATION PROCEDURE

Evacuation may be required for fire, gas leak, structural danger, hazardous substance, suspicious item, utility incident or any other situation in which remaining inside is unsafe.

When evacuation is initiated, staff should:

- stop activities and direct pupils calmly to the nearest safe exit or the route identified for the incident;
- take the register/emergency information if immediately available and doing so does not delay evacuation;
- check accessible areas only where this forms part of an allocated role and can be done safely;
- support pupils who require assistance in accordance with their PEEP or individual arrangements;
- proceed to the designated assembly point or alternative safe location;
- account for pupils, staff and visitors and report discrepancies immediately;
- keep access clear for emergency services; and
- not re-enter until authorised by the responsible person or emergency services.

8.0 FIRE EVACUATION

Fire evacuation arrangements operate in accordance with the school's fire risk assessment and Health and Safety Policy. Escape routes and final exits must be kept clear. Fire alarm, detection, emergency lighting and firefighting equipment will be maintained by competent persons. Staff and pupils will receive evacuation instructions and fire drills will be recorded at least once each term and following significant change where appropriate.

Anyone discovering fire or smoke should raise the alarm immediately, call or ensure the emergency services are called as required, and evacuate by the safest available route. Staff must not attempt to fight a fire unless trained, it is safe to do so and there is a clear means of escape.

9.0 BOMB THREAT OR SUSPICIOUS ITEM

Any bomb threat or suspicious item must be reported immediately to the Headteacher or senior member of staff. Staff must not touch, move or investigate a suspicious item. The police/emergency services will be contacted and their instructions followed.

The safest action may be evacuation, lockdown, movement to an alternative location or remaining in place. Assembly points may need to change depending on the location and nature of the threat. Staff should avoid unnecessary use of radios or mobile phones close to a suspicious device where emergency services advise this.

10.0 INVACUATION / SHELTER

Invacuation or shelter may be used where an external hazard makes normal evacuation unsafe, for example severe weather, smoke or fumes outside the building, a police incident nearby or another environmental threat. Pupils and staff will be moved to the safest available internal areas and external doors/windows managed according to the nature of the incident and official advice.

11.0 SEND, MEDICAL NEEDS AND PEEPS

Everything Education School recognises that its pupils may have SEND, communication, sensory, emotional-regulation, mobility or medical needs that affect how they understand or respond to an emergency.

- Individual risk assessments and Personal Emergency Evacuation Plans (PEEPs) will be prepared where required.
- Emergency instructions will be adapted using clear language, visual prompts, repetition, trusted-adult support or other reasonable adjustments where appropriate.
- Staff will consider sensory sensitivities to alarms, crowds, darkness, noise and unexpected changes.
- Essential medication and emergency healthcare information will be accessible where this can be achieved without delaying immediate life-safety action.
- Plans will be reviewed when a pupil's needs or the premises change.

12.0 COMMUNICATION WITH PARENTS/CARERS

During a live incident, the school will communicate with parents/carers when it is safe and appropriate to do so. Messages should be factual, proportionate and should not disclose operational information that could increase risk.

Parents/carers may be instructed not to attend the school site during an emergency because this could obstruct emergency services or increase risk. Reunification arrangements will be communicated when safe. Only authorised staff will provide formal updates on behalf of the school.

13.0 VISITORS, CONTRACTORS AND OFF-SITE PUPILS

Visitors and contractors must sign in and follow site safety and safeguarding instructions. During an emergency they must follow staff directions and be included in accounting arrangements.

Where pupils are off site on a school activity, the visit leader will follow the Trips and Visits Policy and the emergency arrangements for that activity. The school will maintain communication with the visit leader and commissioner/parent/carer as appropriate.

14.0 TRAINING, DRILLS AND EXERCISES

Staff will receive information about lockdown, evacuation and other emergency procedures as part of induction and through refresher training. Drills and exercises will be proportionate to the setting and designed to build familiarity without causing unnecessary distress.

- Fire evacuation drills will be undertaken and recorded at least termly.
- Lockdown arrangements will be tested periodically through staff briefing, tabletop exercise or practical drill as appropriate to the assessed risk and pupil needs.
- Pupils will receive developmentally appropriate instructions before drills where appropriate.
- Drills involving pupils with SEND will be planned carefully and reasonable adjustments made.
- Any weaknesses identified will be recorded and corrected.

15.0 RECORDING, DEBRIEF AND POST-INCIDENT SUPPORT

Following a significant incident or exercise, the Headteacher will ensure that an appropriate record and debrief are completed. This should consider what happened, decisions taken, communication, accounting for people, safeguarding concerns, injuries, premises issues and lessons learned.

Where required, the school will notify or liaise with parents/carers, the proprietor, commissioner/local authority, police, fire and rescue service, insurers, safeguarding partners, HSE or other relevant bodies. Staff and pupils affected by a serious incident will be offered appropriate pastoral or external support.

16.0 BUSINESS CONTINUITY AND TEMPORARY CLOSURE

Where an incident prevents safe occupation of the premises, the Headteacher and proprietor will consider temporary closure, alternative accommodation, remote education where appropriate, communication with commissioners and families, safeguarding arrangements, and restoration of normal provision. Decisions will be reviewed as circumstances change.

17.0 POLICY MONITORING AND REVIEW

This policy will be reviewed at least annually, with the next scheduled review on 1/9/2027, and sooner following a significant incident, exercise, material change to the premises or pupil cohort, updated risk assessment, or relevant change in legislation or national guidance.

The Headteacher will ensure that emergency contact information, staff responsibilities, assembly arrangements and individual emergency plans remain current.

RELATED POLICIES

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Fire Safety arrangements / Fire Risk Assessment
- Risk Assessment Policy and site risk assessments
- SEND Policy
- Accessibility Plan
- First Aid / Medical Needs arrangements
- Behaviour Policy
- Visitor Procedure
- Trips and Visits Policy
- Data Management / Data Protection Policy
- Business Continuity arrangements

APPENDIX 1 - LOCKDOWN ACTION CHECKLIST

- Raise/communicate the lockdown instruction using the agreed method.
- Call emergency services where required.
- Move pupils and nearby visitors to suitable secure areas.
- Secure doors/windows where safe and appropriate.
- Move away from sight lines and reduce noise where required.
- Account for pupils, staff and visitors when safe to do so.
- Identify missing, injured or vulnerable persons.
- Maintain safeguarding and SEND support.
- Do not release pupils or open secured areas until authorised.
- Record and debrief after the incident.

APPENDIX 2 - EVACUATION ACTION CHECKLIST

- Raise the alarm / communicate evacuation.
- Call emergency services where required.
- Use the nearest safe route; do not delay to collect belongings.
- Implement PEEPs / individual support arrangements.
- Proceed to the designated or alternative assembly point.
- Account for pupils, staff and visitors.
- Report missing/injured persons immediately.
- Keep emergency access routes clear.
- Do not re-enter until authorised.
- Record, debrief and complete follow-up actions.

APPENDIX 3 - EMERGENCY ROLES AND INFORMATION

Item	School arrangement / record
Headteacher / incident lead	M Hussain
Designated Safeguarding Lead	Alexander Lee
School address	1234-1238 Coventry Road, Yardley, Birmingham B25 8BZ

Emergency services	999
Designated assembly point	As identified in the current fire/emergency plan and site signage
Alternative assembly / relocation point	To be determined according to the incident and current risk assessment
Emergency contacts / registers	Maintained securely and accessible to authorised staff
PEEPs / individual emergency plans	Maintained for relevant pupils/staff and reviewed when needs change