



Invacuation Policy and Procedures

Tree of Life Educational and Therapeutic input Ltd

1. Purpose

The purpose of this Invacuation Policy is to provide clear guidance for keeping students, staff, and visitors safe in the event of an external threat or danger that makes it unsafe to remain outdoors but does not warrant a full evacuation of the site.

Examples of situations requiring invacuation include:

- Dangerous individuals in the vicinity (e.g., violent or armed person).
- Environmental hazards (e.g., smoke, gas leak, chemical spill nearby).
- Disturbances in the local community (e.g., police activity, protests, gang activity).
- Severe weather conditions (e.g., high winds, lightning, storms).

2. Scope

This policy applies to all students, staff, contractors, and visitors on site.

3. Aims

- To safeguard all individuals on site in the event of an external threat.
- To ensure a calm, efficient, and safe procedure is followed.
- To minimise disruption to learning and wellbeing.

4. Roles and Responsibilities

Headteacher / Senior Leader:

- Makes the decision to initiate invacuation.
- Contacts emergency services if required.
- Communicates with parents/carers where appropriate.

Staff:

- Supervise students at all times.
- Follow the invacuation procedure promptly and calmly.
- Ensure registers are taken once safe.

Students:

- Follow staff instructions immediately.
- Move calmly and quietly during the procedure.

Visitors / Contractors:

- Follow staff direction at all times.

5. Procedure for Invacuation

5.1 Signal

- The invacuation will be signalled by Staff walkie Talkie code 'Dog' this is a discreet word.
- All staff must be trained to recognise the signal.

5.2 Movement

- Staff escort students calmly and quickly into the nearest designated safe room or building.
- Where outside, students and staff move immediately inside the designated safe zoned portacabins.
- Doors and windows must be closed and locked. Blinds/curtains drawn where possible.

-Designated furniture placed behind the door

-Children to be positioned into the designated sections of the safe rooms with staff

5.3 Safe Areas

- Primary safe areas: Acorns room – positioned in reading corner/sweetcorn room positioned in mirrored corner.
- Secondary safe areas: Upper sensory room and positioned back corner

5.4 While in Safe Areas

- Staff complete registers and report any missing students to the senior leader via phone, email, or designated communication system.
- Students remain seated, calm, and quiet.
- No one is to leave the safe area unless authorised.

5.5 Communication

- Senior leader provides updates to staff via: internal messaging system, radios, phones.
- All external communication with parents/carers and the media will be handled by the Headteacher or designated senior leader.

5.6 Ending Invacuation

- A clear signal : "All Pink" announcement will be given by the senior leader.
- Staff will calmly resume normal activities or follow emergency services' instructions.

6. Training & Awareness

- All staff will receive training on evacuation procedures annually.
- Students will be briefed in an age-appropriate way at the start of each term.
- Practice drills will take place at least once per term.

7. Monitoring & Review

- Each drill will be evaluated, and improvements noted.
- Policy will be reviewed annually or following an actual incident.