

University of Warwick Holiday Scheme

Invacuation and Lockdown Policy and Procedure

Purpose	The purpose of this policy is to ensure that children, staff and visitors are protected as far as reasonably possible if an internal or external threat occurs while the Holiday Scheme is operating. An invacuation is used when people need to move or remain inside a building because of an external threat. A lockdown is used when there is a more immediate threat that requires children and staff to secure themselves inside an appropriate room or area and remain out of sight where possible.
Review Frequency	Annually or if an incident occurs the policy must be reviewed immediately
Date approved	September 2026
Date of next review	September 2027

The named staff members (at least 2) responsible for the upkeep of the policy are:

Jo Warren, Nursery manager

Rachael Snell, Holiday Scheme Coordinator

Policy Statement

The University of Warwick Holiday Scheme is committed to safeguarding the children in its care and ensuring that staff understand how to respond calmly and promptly to an emergency.

As the Holiday Scheme may operate from different University buildings, **building-specific lockdown arrangements will be identified before each Scheme begins**. Staff will be made aware of appropriate internal locations, doors and windows that can be secured, available communication methods and any relevant building emergency arrangements.

Invacuation Procedure

An invacuation may be required where an external incident means that remaining inside the building is safer than going outside.

When an invacuation is initiated, staff will:

- Stay calm and act promptly.

- Bring all children who are outside into the building where it is safe to do so.
- Ensure children remain appropriately supervised.
- Close windows and external doors.
- Close blinds or curtains where available and appropriate.
- Complete an immediate register/headcount to ensure all children are accounted for.
- Keep children together and calm.
- Follow instructions provided by the most senior member of staff at the Holiday Scheme, University Community Safety Team or the emergency services.
- Remain inside until an official all-clear or further instruction is received.

Lockdown Procedure

A lockdown may be required when there is an immediate threat to the safety of children and staff, particularly where a dangerous or unauthorised person is inside or close to the building.

If a lockdown is required, staff must:

1. **Stay calm and act quickly.**
2. Move children to the safest appropriate room or area available, taking account of the location and nature of the threat.
3. Close and secure doors and windows where this can be done safely.
4. Close blinds or curtains, where available and where there is time to do so.
5. Move children away from doors and windows and keep them out of sight where reasonably possible.
6. Keep children as quiet and calm as possible.
7. Take the attendance register/children's details, first-aid provision and essential prescribed/emergency medication where these are readily accessible and collecting them would not delay or compromise safety.
8. Carry out an immediate register/headcount and report any child who cannot be accounted for.
9. Keep any available communication device accessible and use it only where necessary.
10. Contact the emergency services or University Community Safety Team where required and safe to do so.
11. Follow instructions from University Community Safety Team and/or the emergency services.
12. **Do not leave the secure area until an official all-clear has been received or emergency personnel instruct staff to move.**

Children and Staff Away from the Building

If a group is on a campus walk or taking part in an activity away from the Holiday Scheme building when an incident occurs, they **should not return towards a known threat**.

The group leader should follow instructions from University Community Safety/emergency services and notify the Holiday Scheme of the group's location when it is safe to communicate.

Registers and Children's Information

Accurate attendance information must be maintained throughout the day.

During an invacuation or lockdown, staff must complete a register/headcount as soon as it is safe to do so and notify the senior member of staff if anyone cannot be accounted for.

Staff must continue to supervise and reassure children throughout the incident.

Communication with Parents/Carers

Parents/carers will be informed about a significant lockdown or invacuation when it is safe and appropriate to communicate.

Parents/carers should **not attempt to come to the Holiday Scheme to collect their child during an active lockdown**. Collection arrangements will resume only when it has been confirmed that it is safe to do so.

Staff should prioritise emergency communication and the immediate safety of children rather than responding to routine calls during an incident.

Practice and Staff Awareness

Staff will be briefed on the lockdown and invacuation procedures as part of their induction before working at the Holiday Scheme.

Practices should be conducted calmly and sensitively and should take account of the children's ages and individual needs. Any issues identified should be recorded and used to review the procedure.

Following an Incident or Practice

Following a lockdown, invacuation or practice:

- staff will discuss any issues identified;
- the incident or practice will be recorded;
- children's wellbeing will be monitored and appropriate reassurance provided;
- parents/carers will be informed where appropriate;
- relevant risk assessments will be reviewed; and
- this procedure will be amended where improvements are identified.

