

INVACUATION POLICY

AIMS:

The purpose of this policy is to ensure the safety and security of children, staff, and visitors during any external incident that requires everyone to remain safely inside the nursery building. Invacuation is a precautionary measure designed to prevent harm from threats outside the premises. Threats may include:

- Dangerous individuals in the vicinity
- Severe weather events (e.g., storms, high winds)
- Chemical or gas leaks nearby
- Nearby accidents or police activity

This policy applies to:

- All children enrolled at Skylar nursery
- All staff members, volunteers and visitors on site
- Any contracted service providers present during an invacuation

Training and Drills

Staff will receive annual invacuation training and any new staff will be familiarised with Skylar's invacuation procedures as part of their induction. In addition, invacuation drills will be carried out once per term to familiarise children and staff with procedures.

It is the responsibility of the Nursery Manager/ Deputy Managers to assess the situation and decide when to initiate invacuation. They will then liaise with emergency services as needed and notify parents/ carers as appropriate.

All staff members will follow invacuation procedures calmly and promptly ensuring all children are accounted for. All doors, windows and external access points will be secured. Internal access points are secured at all times. All doors that lead to Skylar require a microchipped access card to enter the provision. Microchipped access cards are only distributed to Skylar and Trelya staff members, all of whom have been employed under safer recruitment processes (including enhanced DBS check). Microchipped access doors will only be un-secured in the event of a fire to enable access to Trelya's fire assembly point.

PROCEDURE:

1. Alert
Signal the invacuation using the designated method of 3 short whistle blows
Staff immediately stop outdoor activities and guide children inside
2. Move Indoors
Gather all children and staff into the designated 'safe area' (away from windows)
If possible, move all children and staff to 'Cloudburst Room' – this room has no external windows or doors and requires a microchipped access card to gain access
Conduct a headcount using the daily register
3. Secure the Building
Nursery Manager/ Deputy Managers to lock all external doors and close windows
Turn off lights in rooms visible from outside and block visibility into rooms if needed
4. Communication
Ensure Nursery Manager or Deputy Managers have work mobile phones on them for emergency services
Follow instructions from police or emergency services
5. Maintain calm and occupy children
Staff engage children with quiet activities to reduce anxiety and offer reassurance using age-appropriate language
6. All-Clear Signal
Wait for instruction from emergency services before resuming normal activities
Conduct a final headcount before allowing children to return to routine activities or go home
7. Parent/Carer Communication
Parents and carers will be notified of the event as soon as it is safe to do so, via phone
The nursery will provide clear updates and avoid causing panic

This policy will be reviewed annually or following any evacuation event to identify improvements.

Further Reference

Skylar Safeguarding Handbook

Reviewed September 2026

Skylar Team

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