

Invacuation Procedure

All permanent staff and bank staff must be aware of the Invacuation Procedure should it need to be performed.

When to use the invacuation ('invac') procedure

An 'invac' may be used in response to situations including:

- An incident or civil disturbance in the local community which poses a risk to your setting
- An intruder on the site with the potential to pose a risk to your setting
- Local risk of air pollution, such as a smoke plume or gas cloud
- A major fire in the vicinity of the setting
- A dangerous dog roaming loose

An 'invac' procedure may be initiated by a member of Northleaze School staff or by the NAP Club Play Leader (Deputy if Play Leader is off-site).

In the event of an emergency in which the invacuation procedure is needed:

- A quiet whistle will be blown by the Play Leader or Deputy Play Leader.
- Staff are to calmly lead children to the ICT Suite and Music Room.
- Whilst one or two staff sits with the children (dependent on numbers) the remaining staff will ensure all the doors and windows are locked and covered.
- A register must be taken.
- If the invacuation procedure is a drill, a member of staff can read a book to the children.
- If it is an emergency invacuation procedure staff must ensure that the children are silent.
- No one is to move around the buildings until the 'invac' procedure has been concluded.

If not in main NAP room hall:

- A quiet whistle will be blown over the walkie talkie by the Play Leader or Deputy Play Leader.
- Staff must calmly collect children and take them quickly and safely to the nearest safe space indoors.
- Once in that space, follow the above procedure.
- The children should be counted, and the number of children should be confirmed over the walkie talkie if it is safe to do so.
- A staff member will make you aware that it is safe to continue play via the walkie talkie.

If a child is missing:

Report to Play Leader if a child is missing. The Missing Child Policy would come into place in this instance.

* As of 30 September 2023, Northleaze Afterschool Play Club have been advised by the Fire Officer that children cannot stay in the hall during an invacuation because the internal doors cannot be fitted with locks or blinds due to fire evacuation risks.

Date to be reviewed: July 2026

Signed: Kathleen Williams

Date amended: July 2025

Signed: Jools Granville

Date signed off: July 2025