Creative Makers CIC – Emergency Evacuation, Invacuation and Lockdown Policy

Woodhayse • Nunney Village Hall • The Quarry, Witham Friary

Document control

Policy owner: Creative Makers CIC / Rebecca Knee

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Purpose and scope

This policy sets out how Creative Makers CIC protects children, staff, visitors and contractors when an emergency requires evacuation, shelter or lockdown at any of its three provisions. The priority is to move away from danger or remain in a secure place, maintain supervision, account for everyone and obtain emergency assistance.

This overarching policy complements rather than replaces the separate site-specific fire evacuation procedures and fire risk assessments. For a fire, staff follow the relevant site fire evacuation procedure and emergency-service instructions. A lockdown must not keep people in a location that has become unsafe.

Definitions and choosing the response

Emergency evacuation means leaving a building or site because remaining there is unsafe, using a route that leads away from the danger.

Invacuation or shelter means bringing people into, or keeping them in, a safer place because the danger is outside. Staff choose a location appropriate to the hazard and follow emergency-service advice; security restrictions may not always be necessary.

Lockdown means securing an appropriate space, reducing visibility and restricting movement to protect people from a threat. Staff keep everyone as calm and quiet as possible.

The person in charge makes a dynamic risk assessment: they consider the location and nature of the threat, available routes, children's needs and new information, and change the response if necessary. Nobody should move towards or cross a threat to reach a designated room or exit.

Responsibilities and immediate response

Leadership

At Woodhayse and Nunney Village Hall, Rebecca Knee is the senior person responsible where present. At The Quarry, Ellen Vellacott is the senior person responsible where present. If the named lead is absent, the most senior Creative Makers practitioner present takes charge.

The person in charge coordinates the response, assigns supervision and accounting tasks, liaises with emergency services and oversees parent/carer communication and safe reunification. All staff act promptly to protect children and follow the safest applicable site procedure. Any staff member may call 999 immediately without waiting for permission.

Raising the alarm and calling 999

The member of staff identifying danger alerts colleagues promptly and gives clear, calm instructions about the action required. At Woodhayse, lockdown is initiated verbally with “This is a lockdown”; there is no alarm system. At The Quarry, communication is normally verbal because staff are close enough, with mobile phones available for staff contact and emergency calls.

Call 999 as soon as it is safe to do so when emergency assistance is required. State the site and exact location, the nature and location of the danger, any injuries or missing people, the group’s current safe location and a contact number. Follow the call handler’s instructions. Do not delay immediate escape to make a call or collect equipment.

Attendance and accounting for everyone

Creative Makers uses its dedicated attendance software alongside the relevant local-authority recording arrangements for Somerset, BANES or Wiltshire, as applicable. Staff have accessible registers and keep an accurate record of who is present, including arrivals and departures.

Maintain supervision while moving to safety. As soon as it is safe, check children, staff, visitors and contractors against the attendance and sign-in records. Repeat checks after a move or handover. Tell the person in charge and emergency services immediately about anyone unaccounted for and their last known location. Do not re-enter danger to search.

Emergency information and visitors

Staff have accessible emergency contacts and relevant medical, SEND and emergency information. Access this information and essential medication or emergency equipment where safe, without delaying protective action. Share relevant information with responders while protecting confidentiality.

Visitors and contractors are specifically signed in, follow staff instructions and are included in accounting checks. Staff direct them to safety and explain the response where needed.

Safeguarding communication and recovery

Safeguarding and reasonable adjustments

Children remain supervised throughout the incident and any subsequent move or collection. Staff use calm, clear, familiar instructions and adapt support to age, special educational needs and disabilities (SEND), social, emotional and mental health (SEMH), mobility, sensory and communication needs.

Use relevant individual support and emergency information to plan assistance. Do not rigidly require a child to hide under a desk where physical, emotional, SEND or communication needs make that inappropriate. The objective is a secure position out of sight, with suitable adult support. Report safeguarding concerns to the DSL and follow Creative Makers safeguarding procedures.

Parents carers and safe reunification

Once immediate danger has passed, account for everyone and check children's physical and emotional wellbeing. Contact parents/carers promptly, confirm their child's safety once verified and provide appropriate information about the incident and next steps. Do not give unverified assurances.

The person in charge coordinates consistent updates. Ask parents/carers to follow collection instructions and avoid approaching the affected site until it is safe. Protect confidential information and avoid sharing details that could compromise the response.

If the group cannot return to site for a prolonged period, move to a safe location away from the incident and contact parents/carers quickly. Arrange safe collection and reunification there; no fixed alternative collection point is required. Check the collecting adult is authorised, record each handover and keep children supervised until safely collected.

Ending the response and supporting recovery

The person in charge confirms when it is safe to end shelter or lockdown or return to site, following emergency-service directions where involved. Staff do not resume normal activity simply because the immediate area appears quiet.

Provide first aid or seek medical assistance as required and offer reassurance and appropriate emotional support to children and staff. Record the incident, key decisions and times, accounting checks, injuries, communications and handovers. Escalate safeguarding concerns and make required reports through the relevant organisational procedures.

Review the response with staff after the incident, taking children's needs and experiences into account sensitively. Identify improvements, update the policy or site arrangements where needed and communicate changes to staff.

Staff induction and needs led drills

Induction covers this policy, the relevant site routes and safe spaces, leadership cover, attendance and emergency information, individual support needs and communications. Practise at least annually at each provision and additionally when significant changes in groups, staffing,

premises or risks require preparation. Introduce new Quarry groups to the procedures as groups change during the year.

Practice must be proportionate to age, SEND, SEMH, communication and emotional needs. Use explanation, walk-through or tabletop approaches where appropriate. Do not simulate an intruder or deliberately make children believe they are in real danger. Record practice, learning and any adjustments needed.

Woodhayse site procedure

Areas used

Children work in the living-room studio within the house or in the purpose-built garden art studio/classroom.

Emergency evacuation

- Staff direct children outside the front of the house and up the lane, then towards the road or woodland according to the location of the danger. Choose the direction that takes everyone away from the threat.
- Keep children supervised and move to a safe location. Do not stop in an unsafe area to take a register or collect belongings.
- Once safe, account for everyone, call 999 where required and follow the communication and reunification arrangements in this policy.

Invacuation or shelter

Where the danger is outside and sheltering is safer, direct children to or keep them in the safer studio space only where safe to do so. Assess the hazard and follow emergency-service advice. If the threat requires security measures, use the lockdown steps below.

Lockdown

- A member of staff announces “This is a lockdown” verbally and gives calm, direct instructions. There is no alarm system.
- Children and staff in the living-room studio remain there. Close and lock windows and doors, reduce visibility into the room and move out of sight, using space under desks where appropriate.
- Children and staff in the garden art studio remain there. Lock windows and doors and move out of sight, using space under desks where appropriate. Do not cross the site towards a threat.
- Adapt positioning and instructions to children’s needs. A child must not be rigidly required to go under a desk where this is inappropriate; being secure and out of sight is the objective.
- Keep the group calm and quiet, account for everyone as soon as safe and communicate with colleagues or emergency services when safe. Remain secure until the person in charge confirms the response can end, following emergency-service instructions where involved.

Person in charge

Rebecca Knee where present; otherwise the most senior Creative Makers practitioner present.

Nunney Village Hall site procedure

Areas used and shared premises

Creative Makers uses the meeting room, sometimes the kitchen to wash art materials, the small courtyard outside and the toilets. Coordinate shared-premises emergency arrangements with the Village Hall procedures so that staff understand the relevant routes, communications and responsibilities.

Emergency evacuation

- Choose the route dynamically according to the location of danger: towards the road/car-park exit, or along the pedestrian/walking path beside the hall towards Nunney shops.
- Use whichever route takes the group away from danger. Nobody should cross towards a threat to reach a preferred exit or join others.
- Maintain supervision, move to a safe location and account for everyone. Call 999 where required and arrange parent/carer communications and safe collection under this policy.

Invacuation or shelter

Bring children inside or retain them in a safer internal location if the outside hazard makes this the safer response. Use the meeting room where appropriate to the hazard and safe to reach, coordinating with Village Hall arrangements and emergency-service advice. Use lockdown measures when security is needed.

Lockdown

- The meeting room is the designated lockdown room. Alert staff and children clearly and direct them there only where it is safe to do so.
- Children in the courtyard normally enter through the back door directly into the meeting room, provided the route is safe.
- Bring people from the kitchen or toilets to the meeting room only if safe. Nobody should cross towards a threat. If the route is unsafe, staff use the safest available protective action based on their location and the danger.
- Lock the meeting-room doors and close the curtains. Move everyone out of sight and under desks where appropriate, adapting positions and support to individual needs.
- Keep the group calm and quiet. Account for everyone as soon as safe, report anyone unaccounted for and call 999 where required. Stay secure until the person in charge confirms it is safe to end the response, following emergency-service instructions where involved.

Person in charge

Rebecca Knee where present; otherwise the most senior Creative Makers practitioner present.

The Quarry Witham Friary site procedure

Areas used and supervision

Children may be in the yurt, woodland, fire circle, outdoor kitchen, play areas or covered parachute area, or moving between these spaces. The Quarry is an “eyes-on” setting: children remain within sight of an adult and are not allowed to leave adult sight. An adult is always close enough to see and respond to the children.

Normal full site evacuation

- Use the one main entrance/exit where safe and move everyone away from the danger to a safe location.
- Maintain eyes-on supervision during the move. Once safe, account for everyone, contact emergency services where required and coordinate parent/carer communication and collection.

External threat and shelter or lockdown

- For a threat outside The Quarry, the yurt is the safest lockdown location. Bring children there promptly if safe to do so. It can be locked and people cannot be seen inside once it is secured.
- Secure the yurt and keep everyone calm, quiet and out of sight. Account for everyone as soon as safe, call 999 where required and follow emergency-service advice.
- For shelter from another external hazard, assess whether the yurt is suitable for that hazard and follow emergency-service advice. Do not move children towards danger to reach it.

Intruder or threat already on site

- Staff make a dynamic risk assessment. Do not require children or staff to reach or remain in the yurt if it is unsafe.
- If the yurt or normal route is unsafe, move away from the threat towards the opposite side of The Quarry and, if necessary, leave into the adjoining farmland.
- Continue away from the threat to a safe location before accounting for everyone, contacting emergency services and coordinating parent/carer collection. Do not delay escape to complete a register or make a call. Any staff member may call 999 immediately when safe.
- Keep the children supervised and together with responsible staff. At the safe location, check everyone’s physical and emotional wellbeing and arrange authorised handovers. No fixed alternative collection point is required.

Communication and leadership

Communication is normally verbal because staff are close enough to call to one another. Staff also have mobile phones to communicate quickly and call 999. Ellen Vellacott is the senior person responsible where present; otherwise the most senior Creative Makers practitioner present takes charge.

Approval and signatures

Approval confirms adoption of this policy for Woodhayse, Nunney Village Hall and The Quarry, Witham Friary, alongside their separate site-specific fire evacuation procedures and fire risk assessments.

Rebecca Knee

Director and DSL

Signature: _____RKNEE_____

Date: _____01.01.2026_____

Ellen Vellacottz

Lead Alternative Provision Practitioner

Signature: _____

Date: _____

Policy dates

Policy start / effective date: ____01.01.2026_____

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