



Written: December 2018

Ratified: March 2019

Review Date: September 2019

Lockdown Policy

The aim of this policy is to provide guidance to staff, pupils and visitors on how to respond in the event of a full or partial lockdown situation. The aim is to keep them safe until the emergency services arrive to take control of the situation.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud etc.
- A serious or emergency accident or incident requiring the emergency services at the school;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose;
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and children in the school;
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to children, staff or parents;
- An intruder on the school site with the potential to pose a risk to staff and children; (the probability of an incident involving an intruder(s) seeking to cause harm in any school is very low).

The school's lockdown signals would be five short bells triggered by the Head teacher, Deputy Headteacher or Admin Officers. They will contact the emergency services. Upon hearing the alert the procedures for a full lockdown will be implemented.

As soon as possible staff to be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required.

Signal for the all-clear:

- Five short bells will sound the all-clear
- Email and text message from the school office followed by a verbal response from the designated persons: Headteacher; Deputy Headteacher; Admin Officer

Full Lockdown Procedure

- Children remain in their classrooms.
- If safe, teaching/support staff should check nearby corridor(s) and gather any children into their classroom.
- Classroom doors should be locked.

- Windows should be closed.
- Teaching/support staff will get the children and their selves seated on the floor where they will read. The staff and children should be away from sightlines from external doors and windows.
- Children outside will return to their classroom.
- Admin staff to go to Headteacher's room
- If safe, Headteacher, Deputy Headteacher and Site Supervisor will do a sweep of the corridors and toilets.

If the lockdown occurs at break, lunchtime, or during dismissal of children at the end of the day, as long as safe to do so, teaching staff should return to their classroom to support their children.

- All outside activity to cease immediately, children and staff return to building.
- Entrance points should be secured e.g. doors and windows
- External doors/Internal doors are closed and locked.
- Fire doors are closed (but not locked).
- All windows closed.

If the lockdown occurs during drop-off, as long as safe to do so, children, staff and parents should be allowed into the building and full lock down procedures should commence. This, however, will be dependent on the situation.

Communication

- School telephones to be kept free to send messages.
- Private mobile phones to be switched on ready to receive or send text messages and instructions.
Ensure these are on silent.
- Email via classroom laptops or computers.

Partial Lockdown Procedure

This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and children in the school. This would be where children needed to stay in their classroom and not wander around the school site. It may also be as a result of a major incident occurring in the school which it may not be appropriate for children to witness, for example a first aid emergency, or may be a warning received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, children and staff return to building.
- All staff and children remain in building and external doors and windows locked
- Movement may be permitted within the school buildings dependent upon circumstances but this must be supervised by a member of staff
- All situations are different, once all staff and children are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on the information available and advice given from the Emergency Services or other outside agencies. This can then be communicated to staff and children.
- 'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate and need to revert to a full lockdown.
- In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

- During the lockdown, staff will keep agreed lines of communication open, via phones, mobiles and computer email, but will not make unnecessary calls to the school office as this could delay more important communication.
- Actions to be taken where possible to ensure that the incident does not re-occur

Communication between parents and the school:

- The School's lockdown procedures will be published on the school website and routine practices communicated with parents by text, newsletter or via the school website with information regarding the effectiveness of the procedure.
- In the event of an actual full lockdown or partial lockdown, any incident or development will be communicated to parents as soon as is practicable;

'..... School is in a full/partial lockdown situation. During this period the phones, office and entrances will be un-manned, external doors locked. Please wait for further instructions and information.'

- Parents will be given enough information about what will happen/is happening or has happened so that they are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure their safety.
- Parents will be reassured that any measures needed to ensure the incident does not re-occur are put into place;
- Parents are asked not to contact the school during a lockdown or immediately afterwards. Calling the school could put pupil's safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, parents or Local Authority.
- Parents are asked not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger;
- Parents need to wait for the school to contact them about what happens next and when it is safe for them to collect their children, and where this will be from (if this is deemed necessary).
- Parents will be informed when the 'all clear' has been given.

Emergency Services

- It is important to keep lines of communication open with outside agencies and the Emergency Services as they are best placed to offer advice as a situation unfolds.
- The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown;
- Emergency Services will support the decision of the Head teacher regarding the timing of communication to parents;
- In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area;
- It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year.
- All staff should also be aware of the plan. Regular practices similar to Fire Evacuation Practices will increase their familiarity. Ideally, these drills should be conducted several times a year at different times of the day and without pre-announcement (during lunchtime or playtime, during

classes, or during drop-off or dismissal, for example), to give students and staff the opportunity to practice what to do in different scenarios.

Signed

Date.....