

1. Background

On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in the school. Procedures aim to minimize disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- The Police are looking for an escaped criminal; are looking for someone who has escaped from their custody;
- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school);
- An intruder on the school site (with the potential to pose a risk to staff and pupils);
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose.

2. Notification of a Lockdown situation

Staff will be notified of lock down procedures by ringing the bell three times in the form of **RING-SPACE-RING-SPACE-RING** and are to immediately implement the emergency lock-down procedure. The internal phone system will also be used by office staff who will inform adults by stating ' **ATTENTION PARTIAL/FULL LOCK DOWN**' and a similar text message and email will be sent to all staff immediately.

3. Management of a Lockdown Situation

The situation will be managed by the Senior Management Team and all staff should remain in Lockdown positions until being given the all clear by a member of the SMT.

a. Individual Staff Roles:

- Front office staff ensure that their office(s) are locked, police called immediately if necessary and Senior Management Team members informed.
- Head/SMT or office staff member locks the school's front doors and entrances.
- Individual staff within classrooms to lock/close classroom door(s) and Windows, a table should be lifted against doors where there are two glass panels
- Catering Staff to lock all doors to kitchen and turn off lights.

4. Lockdown Plan

4.1 Partial Lockdown

Alert to staff: 'PARTIAL LOCKDOWN'

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 pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building;
- All staff and pupils remain in building and external doors and windows locked;
- Free movement may be permitted within the building dependent upon circumstances.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from emergency services. This can then be communicated to staff and pupils.

'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.

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.

4.2 Full Lockdown

Alert to staff: 'Full lockdown'

This signifies an immediate threat to the school and may or may not be an escalation of a partial lockdown.

Immediate action:

- All pupils return to nearest base (classroom, tutor room or other agreed location eg sports/ assembly/ dining hall);
- External doors locked. Classroom doors locked (where a member of staff with key is present); Windows locked, a table should be lifted against doors where there are two glass panels, blinds drawn, pupils sit quietly out of sight are positioned away from possible sightlines from external windows/doors (eg under desk or around a corner). Lights, Smart boards and computer monitors to be turned off;
- Register taken - the office will contact each class in turn for an attendance report;
- Pupils or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when siren goes.
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.
- If practicable staff should notify the front office by phone that they have entered full lockdown and those pupils not accounted for.
- During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

- Staff to support children in keeping calm and quiet.
- As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

5. Emergency Services

It is important to keep lines of communication open with 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 Headteacher 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 friend and family outside of the cordoned area.

6. Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, should be routinely shared with parents either by newsletter or via the school website.

In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents should be given enough information about what will happen 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 his/her safety;
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers;
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger;
- Wait for the school to contact them about when it is safe for them to come and collect their children, and where this will be from.

The school understands parents concern for their children's welfare and will ensure that everything that can possibly be done to ensure children's safety will be done. However parents will need to respect that if the school is in a full lockdown situation, the switchboard and entrances will be un-manned, external doors locked and nobody will be allowed in or out of the school.

7. Lockdown drills

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made. Parents and/or guardians will be noted of the schools Lock Down Procedures and the Lock Down Policy by letter or email.

8. Review

This policy and procedures will be reviewed annually as a part of Emergency Fire and Evacuation Plan and H+S Policy