

Appendix H School Lockdown Procedures

1. Introduction

1.1 All policies are underpinned by our child protection procedures as laid down by the Safeguarding Policy.

1.2 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 pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

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

- 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/animal roaming loose

2. Basic Principles

2.1 The school will follow the CLOSE procedure:

- Close all windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lock down for some time

2.2 The alarms will be demonstrated to the staff at the beginning of each term.

2.3 The school's lockdown plan is as follows:

Signals	
Signal for Partial lockdown	• Activation of Partial Lockdown alarm - or - Verbal confirmation – telephone or in person
Signal for Full Lockdown	• Activation of Full Lockdown alarm - or • Verbal confirmation – telephone or in person (where a silent approach may be required)
Signal for all-clear	• Cancelling of alarm - or • Verbal confirmation – telephone or in person

2.4 Where the message, by necessity, has to be relayed in front of children then the following code words will be used:

- Partial Lockdown – ‘code amber’
- Full Lockdown – ‘code red’

2.5 Class teachers will explain to their children that:

“We need to stay inside for a little while because we have some special jobs to do (to keep us extra safe).”

3. Partial Lockdown

3.1 Alert to staff: “Partial lockdown”

3.1A 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.

3.1B Staff should ensure that their mobile phones are accessible.

3.2 Immediate action:

- Staff will be alerted to the activation of the plan via alarm, Verbal confirmation – telephone or in person
- All outside activity to cease immediately, pupil and staff to return to the building and classrooms. (Staff will be alerted by verbal communication.)
- All staff and pupils remain in the building and external doors and windows locked and the blinds drawn.
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via telephone (mobiles may be used if an internal line not available) and instigate an immediate search for anyone missing if safe to do so.
- Staff should encourage the pupils to keep calm.
- Staff and pupils remain in partial lock down until it has been lifted by a senior member of staff / emergency services.
- During partial lockdown, staff will keep agreed lines of communication open, via telephone and e-mail, but will not make unnecessary calls to the central office as this could delay more important communication.
- If it is necessary to evacuate the building, the fire alarm will be sounded and everyone should leave the building via the nearest exit and assemble on playground or adjacent cricket field if additional measures need to be taken.

3.3 All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going any dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

3.4 “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.

3.5 Emergency Services will advise as to the best course of action in respect of the prevailing threat.

4. Full Lockdown

4.1 Alert to staff: “Full lockdown”

4.1A This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

4.1B Staff should ensure that their mobile phones are accessible.

4.2 Immediate action:

- Staff will be alerted to the activation of the plan via activation of alarm, telephone or in person
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them or others. If children remain outside they will moved to the nearest place of safety on site (amphitheatre in the first place) or off site (cricket pavilion in the first place).
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via telephone (mobiles to be used if an internal line not available) and instigate an immediate search for anyone missing if safe to do so.
- Staff should encourage the pupils to keep calm.
- As appropriate, communication with the Emergency Services will be established and Lincolnshire County Council notified.

- Where required, parents and carers will be notified as soon as it is practicable to do so via text message
- Pupils will not be released to parents during a lockdown
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
- During lockdown, staff will keep agreed lines of communication open, via telephone and e-mail, but will not make unnecessary calls to the central office as this could delay more important communication.
- At any point during the lockdown, the fire alarm may sound, and a verbal message via telephone which is a cue to evacuate the building.
- If it is necessary to evacuate the building, the fire alarm will be sounded and everyone should leave the building via the nearest exit and assemble on playground or adjacent cricket field if additional measures need to be taken.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

4.3 It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, the lockdown procedures will be reviewed and discussed regularly.

4.4 Staff Roles

1. Staff to support children in keeping calm and quiet.
2. Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team or Office Staff in person that there is an all clear.
3. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for

4.5 Communication with Parents

Advice re procedures is given in the school Newsletter and if available on the school website.

In the event of an actual lockdown, any incident or development will be communicated to parents/carers as soon as is practicable. Parents will be given enough information about what will happen so that they are reassured that the school understand their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.

Parents will be told:

1. *"...the school is in a partial /full lockdown situation. During this period the switchboard and entrances will be un-manned. At the present time, all external doors locked and nobody allowed in or out. Please do not to call school at the present time as this may tie up emergency lines. We will update you as soon as we can"*
2. When necessary parents will be notified as soon as it is practical to do so via text through our Parent Mail communication system.
3. Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
4. Pupils will not be released to parents during a lock down.
5. Parents will be asked not to call school as this may tie up emergency lines.
6. If the end of the day is extended owing to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from the office staff or the emergency services.
7. A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

4.6 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 or nature of the incident that has triggered the lockdown.