



## **POLICY DOCUMENT**

### **Lockdown**

|             | <b>Name</b>      | <b>Date</b> |
|-------------|------------------|-------------|
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| Review v1.1 | Jackie Barton    | July 2018   |
| Review v1.2 | Phillipa Bild    | June 2019   |

## **LOCKDOWN PROCEDURE**

### **Purpose**

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 children in the school. A lockdown occurs when circumstances dictate that the safety of children and staff is better ensured inside school buildings, with doors and windows locked and blinds/curtains drawn. Children will be moved away from windows and doors for safety. This could occur as a result of a chemical spill, weapons crisis or civil disturbance in the local area.

### **Lockdown Plan**

While children are in lessons:

- Staff will be alerted to the activation of the plan by a member of staff sounding the alarm and using internal phone extensions.
- Staff must ensure all children remain in their classroom with windows and blinds closed where possible. All children must remain away from doors and windows. Site staff will lock main reception door. Staff should encourage children to remain calm and have an activity in mind.
- Site staff will ensure that all pedestrian or vehicular gates are closed ensuring they are unable to be opened as long as this does not put them at personal risk. They will then lock all entrances and exits to buildings.
- A member of the Senior Leadership Team on site will establish communication with the emergency services.
- If children are in an intervention room they need to remain with the adult responsible.
- Parents will be notified as soon as possible via auto text messaging and the website.
- Children will **not** be released to parents during a lockdown.
- If it is necessary to evacuate the building the fire alarm will be sounded and the normal fire evacuation procedures will be followed.

While children are at break/lunchtime:

- Teachers need to make sure they check in/out when going out to lunch.
- In the event of a lockdown during break or lunch, senior staff will sound the alarm and children should be guided to their classrooms as quickly as possible by any available adults. All staff should return to their classrooms to supervise their classes. Children in dining hall should stay in there. A whole school register needs to be kept in the school kitchen. No one should put themselves at personal risk in attempting to carry out this instruction.
- Once in classrooms staff should ensure children remain there with doors and windows closed and locked and with blinds closed where possible. All children must remain away from doors and windows. If the threat involves unauthorised

persons then doors can be locked. Staff should encourage children to remain calm.

- Registers should be taken.
- Site staff will ensure that all pedestrian or vehicular gates are closed ensuring they unable to be opened as long as this does not put them at personal risk. They will then lock all entrances and exits to buildings.
- A senior member of staff on site will establish communication with the emergency services.
- Parents will be notified as soon as possible via Parentmail/text messaging and the website.
- Children will **not** be released to parents during a lockdown.
- If it is necessary to evacuate the building the fire alarm will be sounded and the normal fire evacuation procedures will be followed.

It is important that the school's lockdown procedures are familiar to all members of staff. To achieve this, a lockdown drill should be undertaken at least once a year.

### **Communication between parents and the school**

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

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable through the school's social media (Website, Twitter, Facebook and ParentMail). 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.
- To avoid congestion around the school, parents are requested not to come to the site as this may interfere with emergency providers' 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 to come to get their children and where this will be from if necessary.

Parents will be told:

**'.. the school is in a lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out.'**

### **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 Head Teacher regarding the timing of communication to parents.

The police officer in charge will evaluate the situation and notify the Head Teacher when the school is safe and/or if any further action is needed.

### **Removing the Lockdown**

When SLT and the Police Officer in charge of operations confirm the lockdown can be removed, senior staff are to go immediately to classes and inform staff and children.

If possible the normal school day will commence immediately to limit the alarm that has taken place or arrangements will be made for parents to collect children.