



LOCKDOWN PROCEDURE

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.

Lockdown procedures can be very fluid so a Teacher's own personal Dynamic Risk Assessment is of vital importance.

Staff should try when possible to only move around in pairs.

Consideration of First Aid materials and emergency medicines to be taken to a member of staff or child in a quick response.

All staff should take into consideration of the **RUN HIDE TELL Government campaign** (poster attached).

Lockdown procedures

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 roaming loose.

The school's lockdown plan is as follows:

Signal for lockdown	Blasts of whistle accompanied by verbal instruction to "Lockdown".
Signal for all clear	Verbally from staff member via mobile telephone and/or walk round.

It is likely that the Head Teacher will make the decision to undertake lockdown.

Rooms most suitable for lockdown	All classes to remain in own classrooms with exception of: Yr2 go to Yr1 classroom Yr 3 go to Yr4 classroom Yr 6 go to Yr5 classroom
Entrance points (e.g. doors, windows) which should be secured.	External doors Fire Doors Internal doors All windows
Communication arrangements	In person or classroom telephones/mobiles.

Staff will ALWAYS have advance notice of a Lockdown drill, therefore if the signal occurs without warning staff must assume it is NOT A DRILL.

Lockdown Drill

A separate alarm other than the Fire alarm should be used to notify staff of Full lockdown.

- Pupils who are outside of the school buildings are brought inside as quickly as possible and return to their classrooms.
- Those inside the school should remain in their classrooms and check corridors and toilets for pupils or staff.
- All external doors and, as necessary, windows are closed (depending on the circumstances, internal classroom doors must also be closed and locked when possible).
- Inside classrooms ensure that a table or heavy object can be placed behind the door.
- Blinds should be drawn where possible.
- Pupils to sit under tables and away from windows.
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via mobile phone/verbal communication and instigate an immediate search for anyone missing.
- Staff should encourage the pupils to keep calm. A register should be taken once in lockdown, any missing children should be notified to the Head Teacher/senior lead
- As appropriate, the school office will establish communication with the Emergency Services.
- If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place.
- Parents will be notified as soon as it is practicable via text/school app and the website (only when appropriate via guidance from Emergency Services).
- Pupils will not be released to parents during a lockdown.

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 situations are different, once all staff and pupils are safely inside, designated staff will conduct an on-going risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Lockdown Drill – All clear

Once the incident has been assessed as safe all classrooms will be either visited by a member of staff or via mobile telephone and told the situation is under control and the class can resume activities as normal.

Communication between parents and the school

In the event of *an actual lockdown*, any incident or development will be communicated to parents as soon as is practicable.

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 with regarding the timing of communication to parents.