



## LOCKDOWN PROCEDURES POLICY

<b>Version</b>	<b>1</b>
<b>Date of latest version</b>	<b>February 2020</b>
<b>Date to be reviewed</b>	<b>February 2021</b>
<b>Changes:</b>	
<b>Newly Written</b>	

All policies are underpinned by our child protection policy and procedures.

Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in school.

Lockdown procedures may be activated in response to any number of situations, for example:

1. A reported incident or disturbance in the local community.
2. An intruder on site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
4. A major fire in the vicinity of school.
5. The close proximity of a dangerous dog roaming close to school.

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.

The school's lockdown plan is as follows:

<b>Signals</b>	
Signal for lockdown	Whistle
Signal for all-clear	Verbal confirmation

<b>Lockdown</b>	
Rooms most suitable for lockdown	All classes to remain in own classroom

Entrance points (e.g. doors, windows) should be secured	External doors Fire doors Internal doors All windows
Communication arrangements	Mobile phones In person
Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.
<b>Ref</b>	<b>Initial response- Lockdown</b>
1.	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety All Adults are responsible for their own class.
2.	Lock / secure entrance points (e.g. doors & windows) to prevent the intruder entering the building . All adults are responsible for their own class. Year R staff to ensure door at the bottom of the corridor is locked and secure. Kitchen staff to ensure external door is locked securely.
3.	Dial 999. Dial once for each emergency service that you require. All staff who have access to a telephone to do so.
4.	Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> <li>• Block access points (e.g. move furniture to obstruct doorways)</li> <li>• Sit on the floor, under tables or against a wall.</li> <li>• Keep out of site.</li> <li>• Draw curtains/blinds</li> <li>• Turn off lights</li> <li>• Stay away from windows and doors</li> </ul> All adults are responsible for their own class.
5.	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. All adults aware.
6.	If possible, check for missing / injured pupils, staff and visitors. All adults to take responsibility.
7.	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

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 at 'Whole School' staff meetings at the beginning of each academic year.

## **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, pupil and staff to return to the building. (Staff will be alerted via verbal communication or the sounding of a whistle.)
- All staff and pupils remain in the building and external doors and windows locked. Year R staff to ensure door at bottom of corridor is locked securely. Kitchen staff to ensure external door is locked securely.
- Adults are responsible for their own class.
- Dial (9)999 and ask for the emergency service you require. All staff who have access to a telephone to do so.
- Hampshire County Council will be notified by the Headteacher.
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going dynamic risk assessment based on advice from the 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.

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

**FULL LOCKDOWN**

**Alert to staff:** Continuous Whistle

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

**Immediate action:**

- All pupils to return to classroom
- External doors locked. Classroom doors locked and blocked. Year R staff to ensure door at bottom of corridor is locked securely. Kitchen staff to ensure external door is locked securely.
- Windows locked, blinds drawn, pupils sit quietly out of sight under desks. Depending on the circumstances, internal classroom doors may also need to be blocked.
- Register taken/head count - the office will contact each class in turn for an attendance report via mobile telephone. An immediate search will be instigated for anyone missing if it is safe to do so.
- Staff should encourage pupils to remain calm.
- 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 and re-assemble on the top playcourt.

- During lockdown, staff will keep agreed lines of communication open, via telephone and e-mail, but will not make unnecessary calls via the main school number as this could delay more important communication.

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

Advice re procedures is given in the school Newsletter and on the school website under the 'Information' tab.

In the event of an actual lockdown, any incident or development will be communicated to parents 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
- 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 services 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 and collect their children, and where this will be from.
- Pupils will not be released to parents during lockdown.

### **Parents will be told**

“...the school is in a full 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 Headteacher regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Hampshire County Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for family and friends outside of the cordoned area.