



LOCK DOWN POLICY AND PROCEDURE

APPROVED BY GOVERNORS	June 2020
TO BE REVIEWED BY	June 2021

Lockdown Policy and Procedure

All policies are underpinned by our child protection procedures as laid down by the child protection policy.

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. This policy and procedure has been written in line with advice from the [National Counter Terrorism Security Officer \(NaCTSO\), 2017 guide for Crowded Places.](#)

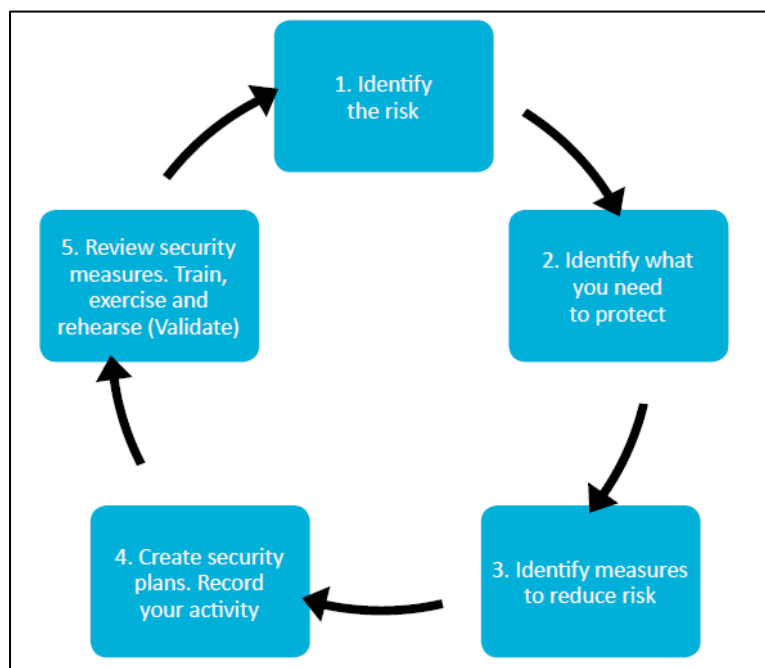
As outlined in the NaCTSO guidance (2017):

It is accepted that the concept of absolute security is almost impossible to achieve....but it is possible, through the use of this guidance, to reduce the risk to as low as reasonably practicable. It is recognised that there is a need to maintain a friendly and welcoming atmosphere within education environments, it is not intended to create a 'fortress mentality'. However, a balance must be struck and proportionate protective security measures introduced to mitigate and respond risk.' (p17).

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
- An unknown person on the school site
- 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 animal roaming loose
- A terrorist incident
- A bomb threat to the school (made directly or indirectly)
- A suspicious package left on site

The threat may be physical or virtual and may be real or a hoax with the intention to frighten and intimidate. In the event of any type of threat to the school, Longmeadow will actively work with Hertfordshire Police and any other relevant agencies such as Hertfordshire County Council, Herts for Learning and Hertfordshire Children's Services.



Taken from NaCTSO Guidance (2017: p34).

In the event of a lockdown, the school will follow the advice set out in [National Counter Terrorism Security Officer \(NaCTSO\), 2017 guide for Crowded Places](#). The Education section of this document should be referred to in line with this policy. An Emergency meeting will be called by the Headteacher with the Senior Leadership Team. The following Procedure will be followed:

Step One: Identify the risk

The SLT will work to understand threat, what might happen and how might this happen? This is crucial to assessing risk.

They will seek to answer the following questions:

- What can be learnt from the government and media about the current security climate locally and globally?
- See www.cpni.gov.uk for useful contacts
- Is there anything about the location of Longmeadow, its visitors, sponsors, contractors, School community, activities, or within the wider community that may attract a safeguarding risk?
- Does our location mean Longmeadow could suffer collateral damage from an attack or other incident at a 'high risk' prestigious neighbouring premises?
- What can your Hertfordshire police service tell you about crime and other problems in your area? (Call 101 to discuss)
- Do you communicate information about safeguarding threats to your staff? What communication have they had, what will we provide moving forward?
- Have staff had training and advice to take a level of personal responsibility given the environment and threat of terrorism we face in society in general?
- What information is published online about you such as information or image of your site etc, including through other companies? Does any of this increase the risk / need to be removed?

Step Two: Decide what you need to protect and identify your vulnerabilities

Now SLT have determined the risks they can identify what / who you need to protect. Priorities for protection should fall under the following categories:

- people (e.g. pupils, staff, visitors, wider school community, contractors, general public)
- physical assets (e.g. buildings, contents, equipment, plans and sensitive materials)
- information (e.g. electronic and paper data)
- processes and policies– the actual operational process and essential services required to support it.

For each, consider:

- what is the vulnerability?
- why is it vulnerable?
- what are they vulnerable to?

Longmeadow knows what is important to the school in that situation. It may be something tangible, for example, pupil safety or the school server.

Step Three: Identify measures to reduce risk

Having identified what they need to protect and why, SLT will work to understand what measures Longmeadow has in place already, how effective they are and where the vulnerabilities are. The measures used will be proportionate and cost effective.

An integrated approach to security is essential. This involves thinking about physical security, cyber security, personnel security (i.e. good recruitment and employment practices) and personal security. There is little point investing in costly security measures if they can be easily undermined by a disaffected member of staff, supplier or contractor by a poor recruitment and or procurement process.

Step four: Create action plans

SLT will devise an action plan in response to the safeguarding risk. A DSL at the school will co-ordinate the response and liaise with other professionals.

Consider:

- Perimeter security
- Access control
- Contingency plans
- Communication strategy
- Plans for start and end of the school day
- Public events at the school
- Need for staff briefings / training / rehearsal of procedures
- Who will liaise with the press
- Contact any adjoining agencies/ buildings to make them aware

Step Five: Review your security measures; train staff, rehearse, exercise and lockdown plans

Longmeadow accepts that most action plans will be developed in response to a safeguarding threat. However to ensure the school has a lockdown procedure that is accurate, workable and up to date, Longmeadow has a lockdown procedure in place that is reviewed annually and practiced termly by children and staff. This ensures that:

- Staff understand their personal responsibilities and accept the need for safeguarding measures and that safeguarding is seen as part of everyone’s responsibility, developing the safeguarding culture at our school.
- Staff are confident to raise concerns or report observations, this includes beginning the lockdown procedure themselves in the event of an unexpected safeguarding risk.

The aim of your practising the lockdown procedure is:

- ensure that plans work (verification)
- develop staff and pupil knowledge, allowing them to practice carrying out and understanding their roles in the plan (training)
- test established procedures to ensure they remain valid (exercise, rehearse and validation)
- provide learning to further refine the plan (review)

Longmeadow’s lockdown procedure is outlined below:

Signals	
Signal for lockdown	“Lock Down Procedure beginning” activated via school telephones verbally using Group Call systems (on telephones) and / or when three repeated whistles are blown in quick succession. (A partial lockdown is indicated through two whistles). <i>Note the use of the fire alarm will not be used as advised in stated in NaCTSO Stay Safe guidance (2017) to avoid an incorrect response (i.e. an evacuation as in the fire procedure).</i>
Signal for all-clear	Verbal confirmation from a member of the SLT – telephone or in person

Lockdown

Rooms most suitable for lockdown	All classes to remain in own classroom where possible. Where this is not possible, stay in the room nearest to where you are.
Entrance points (e.g. doors, windows) should be secured	External doors Fire doors Internal doors All windows
Communication arrangements	Classroom telephones Radios Parents will be notified as soon as it is practicable via Parentmail and the website (only when appropriate via guidance from Emergency Services)
Notes	<i>If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site, using the fire evacuation procedure. This will be communicated to staff by SLT and / or the fire alarm.</i>
Evacuation	<i>If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place</i>

Pupils will not be released to parents during a lockdown under any circumstances.

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 in 'Whole School' staff meetings, once a year and practised once a term as part of the school’s emergency procedures.

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

Partial Lockdown

Alert to staff: Two whistles, “ATTENTION: Partial lockdown is beginning” followed by two whistles

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 to the activation of the plan using the internal phone system. This will be used by office staff / other relevant member of staff by stating: “ATTENTION – partial lockdown procedure beginning”. ; staff to communicate with staff outside).
- All staff and pupils remain in the building and external doors and windows locked
- 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 any 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. Classes should continue teaching as normal (in their own classrooms) and avoid disruption as much as possible to learning.

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

Full Lockdown

Alert to staff: Three whistles, “ATTENTION: Full lockdown is beginning” followed by three whistles

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. Staff will be alerted to the activation of the plan using the internal phone system. This will be used by office staff by stating: “ATTENTION - full lockdown procedure beginning”.

Immediate action:

- All pupils to return to classroom
- External doors locked. Classroom doors blocked
- Windows locked, blinds drawn, pupils sit quietly out of sight under desks / out of sight.
- Register taken/head count- the office will contact each class in turn for an attendance report via telephone / the phase leader will collate a attendance report.
- 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, and a verbal message via telephone which is a cue to evacuate the building.
- During lockdown, staff will keep agreed lines of communication open, via telephone and e-mail, but do not make unnecessary calls to the central office as this could delay more important communication

Communication between parents and the school

Advice re procedures is given via letter to parents and is also available on the school website under the 'Important 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 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 you to come and collect their children, and where this will be from.

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...”

Hostage Situation:

Full lockdown will be implemented and / or an evacuation of the site. If you hear the fire alarm during full lockdown, please leave the school as you would in a fire alarm. Be ready to evacuate the children to Shephalbury Park.

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.



Partial Lock Down



Listen for **2 whistles** and page announcement on phones:
“Attention – partial lockdown procedure beginning”

PROCEDURE

1. Gather children
 2. Close and lock all external doors
 3. Close and lock all external windows
 4. Close all curtains / blinds
 5. Account for all children – use a buddy system and class register
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- *Children must be accompanied if moving around the school*
 - *Only move around the school if necessary*
 - *No children to be released from the building during lockdown*
 - *No-one to enter or leave the school site during lockdown*
 - *Ensure class radio is ON*

Full Lock Down



Listen for **3 whistles** and page announcement on phones: **“Attention – full lockdown procedure beginning”**

PROCEDURE

1. Gather children
 2. Close and lock all external doors
 3. Close and lock all external windows
 4. Close all curtains / blinds
 5. Close all **internal** doors and block the entrance to room
 6. Pupils must sit away from windows
 7. Pupils must sit under tables / out of sight, silently so as to hear instructions
 8. Account for all children – use a buddy system and class register
- *Do not make unnecessary calls to the office – keep lines clear for communication with emergency services*
 - *Children must not move from hiding place or leave classrooms*
 - *No-one to enter or leave the school building during lockdown*
 - *Ensure class radio is ON*

Appendix Two – Quick Reference Guides Roles:

<i>Admin</i>	<ul style="list-style-type: none">• Call Family Centre/Pre School to inform lockdown procedure is beginning• When school site is stable check calendar and inform all staff off site not to return to school site• Update school website when notification comes from emergency services• Keep parents updated as and when required through Parent Comms, school website and social media• Quickly end all phone calls- message given on line is as follows “The school is in lockdown, please see website for updates, we need phones clear for emergency services”.
<i>Site Team</i>	<ul style="list-style-type: none">• If there is a warning of a threat, site team to lock all external gates and KS1 door entrance• Site team to join admin team in main office

SLT Quick Guide

Headteacher	<ul style="list-style-type: none"> • Check immediate office area is secured • Contact police to discuss the threat <i>Location – Where is the threat?</i> <i>Direction – Where did you last see the threat?</i> <i>Descriptions – Describe the threat, numbers, features (clothing, weapons etc)</i> <i>Further info – casualties, type of injury, building info, entrances, exits, hostages</i> • Blow whistles outside rooms to reiterate lockdown • Liaise with SLT re: pupil / staff safety
Deputy Headteacher (EYs / KS1)	<ul style="list-style-type: none"> • Check EYs / KS1 is secure • Liaise with staff re: attendance of pupils • Regularly liaise with SLT members and update staff • Blow whistles outside classrooms to reiterate lockdown
Deputy Headteacher (UKS2)	<ul style="list-style-type: none"> • Check LKS2 is secure • Liaise with staff re: attendance of pupils • Regularly liaise with SLT members and update staff • Blow whistles outside classrooms to reiterate lockdown
Assistant Headteacher (UKS2)	<ul style="list-style-type: none"> • Check UKS2 is secure • Liaise with staff re: attendance of pupils • Regularly liaise with SLT members and update staff • Blow whistles outside classrooms to reiterate lockdown
School Business Manager	<ul style="list-style-type: none"> • Liaise and lead school admin team regarding school office and communications • Call HCC to inform - Herts County- 01992-555-555 <i>Location – Where is the threat?</i> <i>Direction – Where did you last see the threat?</i> <i>Descriptions – Describe the threat, numbers, features (clothing, weapons etc)</i> <i>Further info – casualties, type of injury, building info, entrances, exits, hostages</i> • Lead site team • Regularly liaise with SLT members and update staff • Blow whistles outside classrooms to reiterate lockdown

SLT to move up roles and deputise for one another if other SLT members out of school.

***Deputising for roles: Head of Inclusion, Head of EYs / KS1 and Head of KS2, Family
Worker***