



LOCK DOWN POLICY AND PROCEDURE

APPROVED BY GOVERNORS	June 2019
TO BE REVIEWED BY	June 2020

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.

Advice from the National Counter Terrorism Security Officer (NaCTSO) (2016) states ‘*Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of).*’

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

The school’s lockdown plan is as follows:

Signals	
Signal for lockdown	“Lock Down Procedure beginning” activated via school telephones verbally using tannoy systems 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 (2016) to avoid an incorrect response.</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 Mobile phones (T2P) Parents will be notified as soon as it is practicable via Parentmail and the website (only when appropriate via guidance from Emergency Services)
Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.
Evacuation	If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place

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..."

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 with regarding the timing of communication to parents.

Headteacher:		Date:	19 th June 2019
Chair of Governing Body:		Date:	19 th June 2019



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
- *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*

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*

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
Deputy Headteacher	<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
Assistant Headteacher (LKS2)	<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
<p>SLT to move up roles and deputise for one another if other SLT members out of school. Deputising for roles: Head of Inclusion, INCo, Family Worker</p>	