



ST. MARY'S

# Lockdown Procedures

**St Mary's CE (A) Primary School**

2017-2018

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 may be activated in response to any number of situations, but some of the more typical might be

- 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:

<b>Signal for lockdown</b>	<p><b>Any one concerned to phone office.</b></p> <ul style="list-style-type: none"> <li>• <b>Office to phone Phase leaders</b></li> <li>• <b>Phase leaders to phone staff</b></li> <li>• <b>Office to phone Tony and Farm</b></li> </ul>
<b>Signal for all-clear</b>	<b>Verbal feedback from designated person</b>
<b>Entrance points</b>	<p><b>Lock external doors</b>  <b>Fire doors</b>  <b>Internal doors</b>  <b>Close all windows</b>  <b>Close blinds</b></p>
<b>Rooms most suitable for lockdown</b>	<ul style="list-style-type: none"> <li>• <b>All classes to remain in own classrooms</b></li> <li>• <b>Any class in the house to stay in the house</b></li> <li>• <b>Any children outside to get into school as quickly as possible if route is clear.</b></li> </ul>
<b>Communications arrangements</b>	<b>Office phones, classroom telephones, mobile phones</b>
<b>Notes</b>	<b>If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.</b>

## Initial Response to Lockdown

- Staff will be alerted to the activation of the plan through the 'Snow line' approach.
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If children remain outside they need to find a suitable hiding place
- Those inside the school should remain in their classrooms
- **All external doors and, as necessary, windows are locked, blinds are closed,** (depending on the circumstances, internal classroom doors may also need to be locked)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via school telephone and instigate an immediate search for anyone missing
- Staff should encourage the pupils to keep calm
- As appropriate, the school office will establish communication with the Emergency Services.
- Parents will be notified as soon as it is practicable to do so via text messaging
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be sent via the telephone system.

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. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

## 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, pupils and staff return to building.
- All staff and pupils remain in building and external doors and windows locked. Blinds closed
- Movement may 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 and 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. In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

## **Full Lockdown**

### **Alert to staff: 'Full lockdown'**

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

### **Immediate action:**

- All pupils return to classroom
- External doors locked. Classroom doors locked
- Windows and classroom doors locked, blinds drawn, pupils sit quietly
- Register taken/head count-the office will contact each class in turn for an attendance report via telephone
- 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 the lockdown, staff will keep agreed lines of communication open; i.e. via two way radios for farm and site manager but will not make unnecessary calls to the central office as this could delay more important communication.

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

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by letter or the school website. Every time the policy is updated a paper copy will be sent home with every child.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. 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 school. Calling the school could tie up phone lines that are needed for contacting emergency providers.
- Do not come to the school. This could 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 for you to come and to collect their child and where this will be from.

Parents will be texted

***'..The school is in full lockdown. The switchboard and entrances are unmanned all doors are locked and NOBODY is allowed in or out. We will update when we can.'***

## **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.