

St James Church of England Primary School



Name of Policy	School Lockdown Procedure
Signed ratification by Governors	
Review Date	Autumn 2018
Next Review Date	Autumn 2019

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:

- 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

Signals

Signal for partial lockdown	Verbal
Signal for lockdown	Ringling of the hand bell
Signal for all-clear	Verbally by designated person or by telephone

Lockdown

Rooms most suitable for lockdown	All classes to remain in own classrooms if possible Halls at both sites Larder/Storage area (catering staff)
Entrance points (e.g. doors, windows) which should be secured	External doors Fire Doors Internal doors All windows
Communication arrangements	Handbell Telephones Mobile phones

If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Lockdown Procedure

L1. Ensure all pupils are inside the school building.

Intervention groups to return to class if possible. Alternatively, ask pupils to hide or disperse if this will improve their safety. Class teachers responsible for own class. To take cover under the class tables.

L2 Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building

L3 Dial 999. Dial once for each emergency service that you require.

L4 Ensure people take action to increase protection from attack:

Block access points (e.g. move furniture to obstruct doorways)

Sit on the floor, under tables or against a wall

Keep out of sight

Draw curtains / blinds

Turn off music/whiteboard
Stay away from windows and doors and out of sight.
Class teachers responsible for own class

L5 Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.

L6 If possible, check for missing / injured pupils, staff and visitors.

L7 Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

Staff will be alerted to the activation of the plan through a recognised signal, audible throughout the school. Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. Those inside the school should remain in their classrooms.

All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked)

Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for by telephone/mobile if possible.

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.

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

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 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 blocked

Windows locked, blinds drawn, pupils sit quietly out of sight

Register taken/head count

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.

During the lockdown, staff will keep agreed lines of communication open 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 newsletter or home/school agreement letter signed by the parent.

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 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 get their children, and where this will be from

Parents will be told via text:

'..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...'

Parents should be encouraged to gather at St James' Church if they insist on leaving home for mutual support and communication.

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.