
Ashby Fields Primary School

Lockdown Procedure



Reviewed on:

Agreed/Approved by the Governing Body on:

Statement

All schools should consider the need for robust and tested **school lockdown procedures**. 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 students 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.

Procedure

- Staff are alerted to the activation of the lockdown procedure plan by a recognised signal, audible throughout the school; but not the normal fire alarm. This will either be a telephone call to each room during which the caller will say 'LOCKDOWN' clearly, or staff moving to each room and calling out loudly 'LOCKDOWN' or the ringing of the hand bells– this will depend on the nature of the threat.
- Pupils who are outside of the school buildings are brought inside as quickly as possible, if the threat is outside;
- 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 locked if possible and shutters brought down).
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing)
- Staff should encourage the pupils to keep calm;
- As appropriate, the school should establish communication with the Emergency Services as soon as possible;
- Northamptonshire County Council and the school's Health & Safety provider Plumsun should be notified
- If necessary, parents should be notified as soon as it is practicable to do so via the school's texting service Teachers2Parents;
- Pupils will not be released to parents during a lockdown

- If it is necessary to evacuate the building, the fire alarm will be sounded;
- Staff should await further instructions.

It is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff.

To achieve this, a lockdown drill will be undertaken at least once a year. Pupils will also be aware of the plan. (Regular practices will increase their familiarity). Parents too will know that the school has a lockdown plan, and a copy of the procedures can be found on the school's website.

We also conduct a number of table top exercises with the senior management team to test the procedures against various scenarios and display lockdown drill information in every classroom alongside information relating to fire drills.

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;
- (There need to be a means of communicating the alert to duty staff at break times)
- All staff and pupils remain in building and external doors and windows locked;
- Free movement may be permitted within the building dependent upon circumstances.

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 school's Health & Safety provider/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 base (classroom, or other agreed location e.g. sports/assembly/dining hall);
- External doors locked. Classroom doors closed. Windows locked, blinds drawn, pupils sit quietly out of sight (eg under desk or around a corner, away from windows/doors);
- Register taken - the office will contact each class in turn for an 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 which is a cue to evacuate the building. The fire alarm during lockdown will signify an evacuation and a dynamic risk assessment will be undertaken by staff which may result in RUN, HIDE, TELL.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the office as this could delay more important communication. Discreet communication channels could be:

- Where staff have access to an internal email system then they will access their account and await further instruction. In practical terms, staff will need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet
- Text message – staff are in a defined user group. This will also be used to communicate instructions via text message in an emergency.

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 via the school website.

In the event of an actual lockdown, any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents will 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 them to come and collect their children, and where this will be from.

The communication with parents will reassure them that the school understands their concern for their children’s welfare and that everything that can possibly be done to ensure children’s safety will be done. However, we will also reinforce the message ‘**..the school is in a full lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out...**’ This is the message the parents will hear if they try and contact the school office via telephone during lockdown.

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.

Staff responsibilities	
Headteacher	<i>Contact emergency services.</i>
Other staff members	<ul style="list-style-type: none"> • <i>Deputy Head/Assistant Head: communicate with parents and contact Plumsun and Northamptonshire County Council</i> • <i>Teachers and support staff: stay with pupils</i> • <i>Site manager/office: ensure all access points are secured</i>
Signals	
Lockdown signal(s)	<ul style="list-style-type: none"> • <i>Dedicated ‘lockdown’ alarm tone (e.g., 5 10-second bursts of school bell) – full lockdown</i> • <i>Office staff will convey message on foot to each class room of the partial lockdown by ringing a hand bell</i>
All clear signal	<ul style="list-style-type: none"> • <i>Separate dedicated ‘lockdown’ alarm tone</i>
Evacuation signal	<i>Make sure people know this in case you need to evacuate the school.</i>
Lockdown	
Assembly points	<i>All children, staff and visitors will assemble in the school hall, closing all doors and windows.</i>
Entrance and exit points	<i>Site Supervisor and Office Staff will secure all entrances and exit points before assembling in the hall.</i>

Bringing pupils inside	<p><i>On hearing the dedicated alarm/continuous ringing of the hand bell, staff will quickly and safely bring in, from outside, all children.</i></p> <p><i>Staff will perform a roll call, ensuring all children are accounted for. Any queries will be followed up with the office staff.</i></p> <p><i>Office team will notify a member of the Senior Leadership Team of any children that are missing and a search will begin.</i></p>
Steps to increase protection from danger	<ul style="list-style-type: none"> • <i>Ensure all gates are secured after registration by the Site Supervisor. Teaching Staff will close and lock doors leading to the outside.</i> • <i>Where available, blinds are drawn and shutters brought down.</i> • <i>Position children away from sightlines from external doors and windows, for example under a desk</i> • <i>Turn off lights and monitors</i> • <i>Ensure mobiles phones and electronic devices are on silent, or turned off</i>
Internal communication	<p><i>Where possible, communication with staff will be made through the class telephone or in person.</i></p>
Communication with parents	<p><i>The Headteacher will communicate with parents via text message.</i></p> <p><i>Parents are requested not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.</i></p>
Additional notes	<p>Children with additional needs will be supported by their 1:1 during the lockdown</p>