



BRIDGE & PATRIBOURNE CEP SCHOOL

LOCKDOWN POLICY & PROCEDURE

Bridge & Patrixbourne Church of England Primary School is a welcoming and nurturing community which promotes: **creativity** (developing our gifts); **excellence** (being the best we can be) and **resilience** (learning from our experiences). The school provides opportunities which enable everyone to flourish and grow within the love of God.

I am the vine, you are the branches. If you remain in me and I in you, you will bear much fruit. Without me, you can do nothing.

John 15:5

Key Personnel

Headteacher: James Tibbles

Chair of Governors: Matthew Jones

Key Dates

Ratified by FGB: April 2022

Date of next review: April 2025

Introduction

Most of our existing procedures for handling an emergency will involve evacuation of the premises and will be focused on an event happening in the building.

However, in some situations, it is likely we may will be advised to stay put (lockdown) rather than evacuate the premises.

Lockdown of a building or buildings is an emergency procedure to secure and protect occupants near an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

Each individual setting must have a recognisable lockdown signal that all staff can identify with and take immediate action. This signal must be different to the emergency fire signal.

At Bridge & Patricbourne CEP School, the lockdown signal is an intermittent fire bell (5 short bursts).

Lockdown procedures

If an emergency happens the Headteacher or designated senior leader must act quickly to assess the likelihood of immediate danger. In most cases the assumption should be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive.

As soon as the emergency services arrive it is essential staff comply with instructions given.

Upon alert to lockdown

- Stay calm
- Ensure staff and children stay in their designated areas. Stay in the room you are working in, secure all doors and windows and await further instructions.
- Close curtains and blinds where possible
- Stay away from windows and doors
- Stay low and keep others calm, it might be an idea to rehearse this with children in an age appropriate way, in the same way that you would rehearse fire evacuation; lock-down should be rehearsed and recorded termly
- Tune into a local TV or radio station for more information
- Do NOT make non-essential calls on mobile phones or landlines.
- If the fire alarm is activated, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/area, following your usual fire procedures.

Be alert

- Do NOT open the door once it has been secured until you are officially advised 'all clear' or are certain it is emergency services at the door. This is another element of your 'lockdown' procedure that can be practised in an age-appropriate way with the children to avoid them becoming anxious
- Do NOT travel down long corridors.
- Do NOT assemble in large open areas.
- Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.

Following the lockdown

- Co-operate with the emergency services to help in an orderly evacuation
- Ensure you have the Register and children's details with you.
- Any staff or children who have witnessed an attack or incident will need to tell the police what they saw.

Managing parents

In the event of an incident it is inevitable parents will want to come to the setting and collect their children immediately.

They must be discouraged from doing so, until the emergency services give the all clear. Even then, depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police.

Make it clear to parents that you will be acting on the advice of the emergency services and that they should also.

Giving information to parents during 'lockdown', you should use the existing systems you have in place for sending group messages, such as social media, text, emails. Discourage parents from ringing you directly for further updates during 'lockdown'; it will be vital your phone lines remain clear.

Suggested wording for message to parents

Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be.

In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us