

Burrowmoor Primary School

A member of the Active Learning Trust



Statement / Policy Summary	
This policy looks at the school's approach to a lockdown situation (in vacuination) and the steps staff need to take to ensure the safety of all.	
Date ratified:	Autumn 2022
Date of review:	Autumn 2024

Equalities Impact Statement	
Has this policy fully considered the school's equality objectives and statement?	Yes
Is there any impact upon the school's equality objectives?	No
If 'yes', are these clearly described and their impact assessed?	N/A

1. Statement of intent

At Burrowmoor Primary School, we are committed to keeping all members of our school community safe. This policy aims to address our protocol for when an unexpected threat occurs and the school has to administer a lockdown.

2. What is a school lockdown?

Handsam (Health and Safety educational compliance team) suggests the following explanation:

One type of emergency that schools may face is a threat posed by an intruder or emergency situation outside the school that prevents the evacuation of students from the building. In these situations, schools should be prepared to take steps to isolate students, teachers and staff from danger by instituting a school 'lockdown'.

A school lockdown can serve several functions during an emergency including the following:

- *Removing students and staff from the threat;*
- *Isolating the dangerous situation from much of the school;*
- *Allowing for an accurate accounting of students within each room; and*
- *Depending on the situation, facilitating an organised evacuation away from the dangerous area.*

In general, there are two main lockdown situations:

- *Lockdown with warning: The threat is outside the school building; and*
- *Lockdown with intruder: The threat or intruder is inside the school building.*

In addition to this, lockdowns may also be initiated by school staff in non-threatening circumstances to keep people away from areas where there may be a medical emergency or other disturbance.

3. Procedures

Notification of Lockdown

Staff/adults will be notified that lockdown procedures are to immediately take place on hearing a member of the Senior Leadership Team sounding a foghorn.

Procedures:

1. This signal will activate a process of students being ushered into the school building if they are outside on the grounds as quickly as possible, alongside the locking of the school's offices, closing doors and all outside doors where possible to remain safe.
2. At the given signal, the students should remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, interactive whiteboards and computer monitors to be turned off. If necessary, KS2 will use the school corridors as their lockdown room to

position themselves away from sightlines. Nursery will remain within their reading space and Ladybird will use their staff room.

3. Students or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher. For example, students using toilets when lockdown is called. If a class is in a break out space away from where their classroom is they are to go to the nearest room.
4. Staff should try to notify the main office by email (before switching off) that they have entered lockdown and give names of those students not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL.

5. Staff to support students in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed by a member of the Senior Leadership Team or office team that there is an 'all clear' call.
7. As soon as possible after the lockdown, staff (and any visitors) return to their base classrooms (as at time of the lockdown) and (re)take a register for the relevant period of the day. Please notify the main office immediately of any students not accounted for.

4. Staff roles

- Office staff ensure that their office(s) are locked and police called if necessary.
- Headteacher, or office staff member, to lock the school's front doors, side door onto playground and main hall doors.
- Classroom staff to lock/close classroom door(s) and windows.
- Class 3O and 5W to lock side doors onto playground.

5. Communication with parents

As soon as it is practical to do so, parents will be notified of the issue via the school's established communication network – Teachers2Parents / website / telephone.

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.

Students will not be released to parents during a lockdown.

Parents will be asked not to call the school as this may tie up emergency lines.

If the end of the day is extended due to the lockdown, parents will be notified and will receive information from office staff or emergency services about the time and place students can be picked up.

6. Lockdown drills

Lockdown practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

7. Review

These procedures will be reviewed bi-annually.