





Lockdown Policy

Status	Current
Maintenance	Finance, Premises & Personnel
Approval	Finance, Premises & Personnel
Date Active	31 December 2024
Review Date	31 December 2026
Signed by	 Mrs E Hodge (Headteacher) – 31/12/2024
	 Mrs K Edern (Chair of Governors) – 31/12/2024

Introduction

A lockdown procedure is a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of pupils, staff and volunteers in the school. These procedures aim to ensure the safety of all pupils and staff whilst minimising disruption to the learning environment wherever possible.

Lockdown Scenarios

Lockdown procedures may be activated for a number of reasons. Examples include:

- A major fire in the vicinity of the school creating a toxic smoke plume
- A major fire/explosion at industrial premises downwind of the school creating a toxic smoke plume, air pollution or gas cloud etc
- The close proximity of a dangerous dog roaming loose
- A serious transport incident accident outside or within the school perimeter
- A reported incident or civil disturbance close to the school 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 disgruntled parent/carers who feels they have issues with a particular teacher or ' the school'

Full Lockdown

For situations that pose a direct or perceived threat to the health, safety or well-being of any member of staff, pupils or visitor, a full lockdown should be implemented.

A full lockdown will require an immediate cessation of any activities with staff and pupils quickly returning to classrooms. The focus will be to secure all external windows and doors and **all lockable doors and internal pathways** to:

- Prevent any intruders from gaining access to the site
- If access is already gained; to stop any intruders from progressing through the building or to restrict and slow their progress where it cannot be stopped

Partial Lockdown (previously known as ‘invacuation’)

- ‘Partial lockdowns’ require all external activities to cease immediately whereby pupils and staff return to classrooms and all external doors and windows are securely locked. Internal doors and pathways will remain unlocked to maintain, as far as possible, ‘business as usual’.

Lockdown Plan

How is a lockdown initiated?

All staff and volunteers are responsible for recognising the need to lockdown.

Lockdowns will be signal in one, or both, of the following ways:

- a) At playtimes, nominated staff (see rota) will take a **bell** outside when they are on duty. The bell should be sounded when a member of staff becomes aware of a potential threat. Or the bell should be sounded when another lockdown bell is heard.
- b) There are three blue trigger/press points for initiating a lockdown. These are situated:
 - In the main office
 - Corridor outside of Year 3
 - Wall opposite the hall door

The push point should be activated by a member of staff when they are aware of a potential danger, **or** when they have heard the lockdown bell being sounded. Once triggered, the alarm will sound inside and outside of school.

Whatever means available should be used to notify the senior leadership team or office staff of the danger whilst ensuring your own, and the children’s safety.

What if you can't sound the bell yourself?

It may not always be possible to be pre-warned of a risk especially where an intruder is already on the premises or a visitor may suddenly become violent. For such situations it may be necessary for those aware of the threat to shout to colleagues for help or use the phones to contact the head or deputy.


What if it makes it more dangerous to sound the bell?

If a visitor to the office becomes aggressive to the point of staff feeling at risk then they will ensure that the door to the school remains locked and the main reception window is closed and locked, preventing access to the main building, and initiate partial lockdown so that no other staff member or pupil approaches the entrance area. This partial lockdown will be initiated by going through the Year 1 classroom to notify any class/adults on the yard. The office staff may choose to use their discretion and *not* use the bell but act more discreetly. A whole school email will be sent asking all staff and children to stay indoors. A message will also be sent physically around the school. A further message will be emailed when the situation has been resolved. *Children should not walk along the corridors unaccompanied during this time.*

Lockdown procedures

On hearing the lockdown signal, all staff, pupils and visitors must:

- Move to the appropriate location **indoors** (classroom if accessible) calmly and in an orderly manner.
- Close and lock doors when everyone has passed through, close windows, blinds and shutters;
- A message should be sent to the staffroom at playtime or lunchtime so staff can return to their classroom to ensure there is appropriate supervision.
- Once in the classroom, children should be seated away from doors and windows where possible.

-  Carry out the roll call/count the children/other staff they are responsible for and email **office@devonshire.bolton.sch.uk** to say all are accounted for OR
- Notify by email any persons unaccounted for and any additional children/adults they have in their room;
- Ensure children remain at the chosen location;
- Await further instruction from HT/DHT/SBM via email;
- In the event of a lockdown staff must ensure they keep their emails open on the laptop to check for important updates.

Office staff:

On hearing the lockdown signal:

- The school visitors log will be opened by the SBM/Office Manager;
- If safe to do so, one member of office staff will take responsibility for ensuring all visitors and staff are accounted for.

In the event of a danger being present inside the school staff will be notified wherever possible via email. If this is the case staff must:

- Be hyper vigilant and act accordingly to keep themselves and the children in their care safe. This may include:
 - Moving the children under the desks;
 - Blocking the door to the classroom;
 - Alerting the school through “email all staff” to where and what the danger is from their perspective.

In these circumstances, it is important that staff recognise that they will not have the full picture. So, for example, fleeing to the outside of the school because you have seen a danger inside may not be appropriate as you don't know what is happening elsewhere.

Stepping down a Lockdown

In some scenarios, it could be that the threat is contained to outside and that the school day can continue inside e.g. a chemical leak; an animal on the playground.

In these cases, you will be notified via email that we can step down from a full lockdown and a list of safety measures will be outlined by SLT.

Lockdown will be ended via email notification. It may be appropriate to turn the sounder off sooner but that is not an indication of it being finished.

Parents/carers on the Yard

A lockdown scenario when parents/carers are present on the yard would only occur at the start or the end of a school day. In either case, a decision would be made by the headteacher (or deputy in the head's absence) to admit parents/carers through the nearest entrance/s and direct them to the hall (if it is safe to do so) to await further instruction.

Contacting the emergency services

Any member of staff aware of a direct threat within the school should contact 999 and provide the police with whatever information they have at that time and ensure that the Headteacher and office are made aware. Senior staff should contact the Crisis Line.

Ensure that the following information is to hand when contacting the emergency services and the Crisis Line:

- Nature of the incident
- Emergency services required
- Exact location of the incident
- Numbers of casualties (if possible) and nature of injuries
- Location and telephone number where call is being made from
- Hazards which may be encountered by the emergency services at the site

There is no need to call for assistance from any other agency (eg hospital) as the emergency services will arrange this. All the telephone numbers likely to be needed throughout the incident are included in Appendix A.

The overall response to an emergency in Bolton will be managed and co-ordinated through the Gold/ Silver/ Bronze command structure. Full details of these procedures are included in the 'Critical Incidents in School' Policy.

Communication between parents and the school

This lockdown procedure is available for parents/carers on the school website. Lockdown practices take place each half term and these are not communicated with parents/carers.

Where there has been an emergency Lockdown, SLT will consider the most appropriate communication with parents/carers for that unique situation.

The council press office should be contacted by senior staff for advice if needed.

Parents/carers should **not** come to collect their children from school after a lockdown until they are told it is safe to do so. Contacting or arriving at school at other times may interfere with emergency services work and may even put themselves and others in danger.

Training and practices

Each term a partial lockdown or full lockdown will be practised. The full lockdown should be practised once a year. This enables us to test the efficiency and practicality of the procedures in place.

Implementation and review

This policy will be stored and accessible to all staff in the policies folder in All Staff Information drive.

This policy will be reviewed annually.

Emma Hodge

September 2024

APPENDIX A

Useful Contact Numbers

Emergency Services	999
Authority Crisis Line	01204 332240 office hours
hours	01204 336900 outside office
Bolton Council 24 Hours Emergency Number	01204 336900
Bolton Civil Contingencies Team	01204 336995
Corporate Property Services	01204 331234 office hours
	01203 336900 outside office
	hours
Occupational Safety and Health Unit	01204 336968
Asset Management and Planning Unit	01204 332080
Press Office	01204 332064/3582/1015
Environmental Health	01204 336500/1
CISS (Educational Psychologists)	01204 338060
Education Social Workers	01204 334315