

Devonshire Road Primary School



Lockdown Policy

January 2020 (review when procedures change)

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 and staff in the school. These procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

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 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 external 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 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

Lockdown Plan

Initiating Lockdown

The need to initiate lockdown procedures will be signalled by the sound of a horn. Whatever means available should be used to notify the head teacher or office staff of the danger to enable them to activate lockdown procedures.

All staff are responsible for recognising the need to lockdown and sound the horn. At morning break whoever is on duty will each take a horn out on the yard with them. At lunchtime there must be at least one horn on each yard. Horns are located in the office and in the first aid room.

A **full lockdown** will be indicated by **one continuous long bell ring** once the pupils are inside.

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.

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.

If pupils are on the yard in this instance they should be brought inside in accordance with the agreed procedures. This would require the member of office staff initiating the partial lockdown to communicate with the head or deputy so that they can alert staff and pupils on the yard.

If a lockdown coincides with the pupils from Thomasson having their lunch with us, they will remain in the hall if a horn is sounded. If they are on the yard (coming from or returning to Thomasson) they will go to the hall under the supervision of the Thomasson staff. There is always at least one hearing

member of staff with the pupils and this person is the last to leave the hall with pupils.

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

A laminated card with the above information and the crisis line number is displayed next to each phone point.

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 'Business Continuity Plan '.

Lockdown procedures


On hearing the lockdown signal, all staff, pupils and visitors must move to the appropriate location indoors calmly and in an orderly manner.

Staff and children should make their way to their classroom.

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. In the event of a lockdown staff must ensure they keep SIMs open on the laptop to check for important updates.

All teachers in control of a class or classes **outside** will:

- Commence the movement of children in an orderly way through the nearest entrance;
- Proceed to the chosen location;
- Close/Lock doors behind them, close windows and blinds;
- Keep students/others away from doors and windows;
-  Carry out the roll call/count the children/other staff they are responsible for and email the office to say all are accounted for OR
- Notify: HT/DHT/SBM of any persons unaccounted for;
- Ensure children remain at the chosen location;
- Await further instruction from: HT/DHT/SBM;

Await the all clear of the ringing of the school bell 3 times.

Teachers **inside** should remain calm, ask all students to stay seated and;

- Check the hallway immediately outside their room (ask any known person in the vicinity to come into the classroom);
- Close/Lock door(s), close any windows and blinds. keep students away from doors and windows;
- Carry out the roll call/count the children/other staff they are responsible for;
- Do not allow anyone to leave the room;
- Await further instruction from: HT/DHT/SBM;

Await an **all clear of the ringing of the school bell 3 times.**

Office staff:

On hearing the lockdown signal:

- The school visitors book and staff signing in book will be collected by: 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.

Children's inhalers (if other medications are required in an emergency Teacher must e mail office staff) will already be in classrooms.

Kitchen Staff :

Kitchen staff will remain in the kitchen. If there is a full lockdown they will move into the kitchen manager's office, close and lock the door.

Full Lockdown

In the case of a full lockdown the front entrance, EYFS and KS1 shutters should be closed (a key is taped just below the unit). The only other lockable doors are between the main school and the lower and Upper Key stage 2 cloakrooms. However, there are currently no working locks on these doors.

Partial Lockdown (also known as ' invacuation')

Where there is no direct risk or threat to the health and safety or well- being of any member of staff, pupils or visitor, this can be dealt with by a ' partial lockdown' which will 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'. Staff in classrooms to say which children and staff are in their classroom, and highlight who is missing.

The end of a partial lockdown will be signalled by the ringing of the school bell 3 times.

We have previously referred to this procedure as 'in vacuatio' and have reported termly drills to the governors.

Parents on the Yard

A lockdown scenario when parents 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 through the nearest entrance/s and direct them to the hall (if it is safe to do so) to await further instruction.

Communication between parents and the school

This lockdown procedure is available for parents/carers on the school website. Each term they are reminded that this is in place and in the event of an actual full lockdown that they would be informed as soon as is practicable via text. They are not routinely informed of the termly practices.

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 on T drive in the Staff Handbook file.

This policy will be reviewed annually.

January 2020

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
hours	01203 336900 outside office
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