

**Lockdown Policy**

Full Lockdown and Partial 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, pupils, parents or visitors.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. This may also include where there is a need to restrict the movement of pupils around the school environment.

Upon hearing the alert (the ‘Pips’ and clear verbal ‘lock down’ from the Headteacher) the procedures for a full lockdown will be implemented (worst case scenario). As soon as possible, staff will be informed if this can be de-escalated to a partial lockdown. Do not try to enter into discussion with the messenger just follow their instruction *calmly and immediately.*

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

* A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud etc;
* A serious or emergency accident or incident requiring the emergency services at the school
* A major fire in the vicinity of the school
* A swarm of bees or wasps
* Dense fog where pollution could cause breathing difficulties

* Wild animals on site
* Volcanic ash cloud
* A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school
* A visitor to the school site who becomes abusive, is armed with a weapon or making threats with the potential to pose a risk to pupils, staff or parents
* A terrorist incident in the vicinity or on the school site

**Signal for the all clear:**

An ‘all clear’ signal from the school office or a senior staff member via the school radio system.

**Full Lockdown:**

* Pupils remain in their classrooms - doors must be locked and blinds pulled down
* Pupils outside return to classrooms (including those in the playground classes)
* In the case of an emergency scenario in the reception area, staff should exit and go to the Community Room
* Staff in the staff room remain in the staffroom - lock external door.
* Staff in the Library Learning Zone should secure the doors.
* If the lockdown occurs at break or lunchtime, as long as safe to do so, teaching staff should return to their classroom to support pupils
* Entrance points should be secured e.g. doors and windows
* All gates front and rear to be closed and locked
* External doors/Internal doors are closed and locked and fire doors are closed (but not locked)
* All windows closed
* The school kitchen staff must be made aware of the procedure and lock the external doors

**Communication:**

* School telephones and radios must be kept free to communicate with emergency services
* Private mobile phones should be *switched on* ready to receive or send text messages and instructions
* Email via classroom laptops or computer

**Notes**

* If a person is taken hostage then the school should seek to evacuate the rest of the site
* All should move to The Netball Court Area at the Westway Sports Pitch with the evacuation kit (stored in the School Office) unless it is unsafe to do so
* St Charles Catholic Primary School will also host Oxford Gardens if it is not safe to evacuate in the direction of The Westway.
* Staff with classes off site eg. Educational visits, must be informed of the situation and should follow the advice of the emergency services

**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. This would be an incident where pupils needed to stay in their classroom and not be present in communal or external areas of the school site. It may also be as a result of a major incident occurring in the school which it may not be appropriate for pupils to witness, for example a first aid emergency or may be a warning received regarding the risk of air pollution, etc.

**Immediate Action**

* All outside activity to cease immediately, pupils and staff return to building
* All staff and pupils to remain in the building- external doors and windows must be locked
* Movement may be permitted within the school buildings dependent upon circumstances but this must be supervised by a member of staff
* 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 the information available and advice given from the Emergency Services or other outside agencies. 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 and need to revert to a full lockdown
* In the event of an air pollution concern, emergency services will advise as to the best course of action in respect of the prevailing threat
* During the lockdown, staff will keep agreed lines of communication open, via phones, radios, mobiles and computer email, but will not make unnecessary calls to the central office as this could delay more important communication

**Communication between parents and the school:**

The school’s lockdown procedures will be published on the school website

In the event of an actual full lockdown or partial lockdown, any incident or development will be communicated to parents as soon as is practicable;

*‘Oxford Gardens Primary School is in a full/partial lockdown situation. During this period the phones, office and entrances will be un-manned, external doors locked. Please wait for further instructions and information.’*

* Parents will be given enough information about what will happen/is happening or has happened 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 their safety.
* Parents will be reassured that any measures needed to ensure the incident does not re-occur are put into place
* Parents are asked not to contact the school during a lockdown or immediately afterwards. Calling the school could put pupil’s safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, parents or RBKC
* Parents are asked not come to the school. This could interfere with emergency provider’s access to the school and may even put themselves and others in danger.
* Parents need to wait for the school to contact them about what happens next and when it is safe for them to collect their children, and where this will be from (if this is deemed necessary)
* Parents will be informed when the ‘all clear’ has been given.

**Emergency Services**

It is important to keep lines of communication open with outside agencies and the Emergency Services as they are best placed to offer advice as a situation unfolds

* Do not assume that the police know you are a member of school staff: follow their instructions immediately
* 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
* Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents.
* In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area

It is of vital importance that the school’s lockdown procedures are familiar to all members of the school staff