



Lockdown Policy

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Ratified: Nicola Price (Interim Executive Headteacher) January 2024

1. Context

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 for a lockdown the procedures for a full lockdown will be implemented (worst case scenario). As soon as possible staff to be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required.

2. Lockdown Procedures

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;

The close proximity of a dangerous dog roaming loose;

A swarm of bees or wasps;

Dense fog where pollution could cause breathing difficulties;

Wild animals on site e.g. fox;

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, making threats with the potential to pose a risk to pupils, staff or parents;

An intruder on the school site with the potential to pose a risk to staff and pupils; (please note this is extremely rare)

The school's lockdown signals would be a verbal message from the Head teacher or Deputy Head teacher or Admin Officers

Signal for the all-clear:

Email and text message from the school office followed by a verbal response from the designated persons: Head teacher; Deputy Head teacher; Admin Officer

3. Full Lockdown

Pupils remain in their classrooms.

Pupils outside return to classroom

Office staff to go to Headteacher's office

If the lockdown occurs at break or lunchtime, as long as safe to do so, teaching staff should return to their classroom to support their pupils.

Entrance points should be secured e.g. doors and windows

External doors/Internal doors are closed and locked.

Fire doors are closed (but not locked).

All windows closed.

4. Communication

School telephones to be kept free to send messages.

Private mobile phones to be switched on ready to receive or send text messages and instructions.

Email via classroom laptops or computers.

5. Evacuation

If someone is taken hostage then the school should seek to evacuate the rest of the site.

6. 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 where pupils needed to stay in their classroom and not wander around 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.

7. Immediate Action

- All outside activity to cease immediately, pupils and staff return to building.
- All staff and pupils remain in building and external doors and windows 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 issue, air vents can be closed (where possible) as an additional precaution. 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, mobiles and computer email, but will not make unnecessary calls to the central office as this could delay more important communication.
- Actions to be taken where possible to ensure that the incident does not re-occur

8. Communication between parents and school

The School's lockdown procedures will be published on the school website and routine practices communicated with parents by text, newsletter or via the school website with information regarding the effectiveness of the procedure.

- 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;

‘..... 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 Local Authority.
- 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.

9. 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.
- 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 Head teacher 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. To achieve this, a lockdown drill should be undertaken at least once a year.
- Depending on their age pupils should also be aware of the plan. Regular practices similar to Fire Evacuation Practices will increase their familiarity.

Appendix 1 – Security Lockdown Procedure

Staff Responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Headteacher	The Head Teacher will co-ordinate the response to the incident, follow the security lockdown plan and record actions taken, maintain contact with the emergency services and staff.	Nicola Price/ Richard Jackson
Deputy Headteacher	The Deputy Head will escort visitors to the agreed safe place of the school hall. They will communicate with parents under the guidance of the head teacher.	Dave Jones
Teachers and support staff	All staff must ensure pupils are kept together as a class, taken to their classroom or other place of safety. Take register and stay with pupils.	
Site manager	The site manager will make sure all access points are secured where possible.	Steve Mayo

Security Lockdown Signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
<p>The agreed signal for lockdown is:</p> <p>All staff to be alerted using school radios.</p> <p>'..... School is in a full/partial lockdown situation.</p>	<p>The agreed signal for all clear is:</p> <p>All staff to be alerted using school radios.</p> <p>'Lockdown is over'</p>

Security Lockdown Plan

<p>Our safe assembly points</p>	<p>All pupils and staff will be locked down in their classrooms, the hall and offices. Visitors will be taken to staff room area.</p> <p>These locations may vary depending on the type of threat – for example, pollution or a gas cloud in the area would require sheltering in a central area with fewer windows:- the library, ICT suite, hall and offices whereas an intruder on the premises or a civil disturbance would mean locking staff and pupils in individual classrooms.</p>
<p>Secure entrance and exit points</p>	<p>Quickly secure doors, gates, windows, air conditioning and air vents.</p>
<p>Bring pupils inside</p>	<p>As soon as the lockdown signal is heard staff will make sure pupils are brought inside as quickly as possible.</p> <p>Teachers will log into Integris school register to check they have all pupils together and alert the office if any are missing or in another area of the school.</p> <p>The Deputy Head will check these pupils are safe.</p>

<p>Steps to increase protection</p>	<p>On instruction from the Head Teacher, staff will:</p> <ul style="list-style-type: none"> • Lock and screen doors • Position children away from sightlines from external doors and windows – for example, under a table • Turn off lights and monitors • Make sure mobiles phones and electronic devices are on silent, or turned off • Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution) • Cover windows and air vents (if the risk is pollution or a gas cloud)
<p>Internal communication during a lockdown</p>	<p>The Leadership Team will communicate to staff through silent communications/ email and everyone will aim to keep noise to a minimum, especially if intruders are close by. Leaders will conduct an on-going risk assessment based on available information from Emergency services and disseminate information accordingly.</p>
<p>Communication with parents during a lockdown</p>	<p>Parents to be informed through a combination of text and email and they will be asked not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.</p>
<p>Arrangements for pupils or staff with additional needs</p>	<p>Medical and wellbeing staff to position themselves in classes with vulnerable children who need feeds and/or medication.</p>
<p>Evacuation plan, if needed</p> <p>It is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.</p>	<p>If an evacuation of the building is needed, the Head Teacher will inform staff via appropriate means for the threat and everyone will proceed follow the 'Peak School Evacuation Procedure' to the main assembly point. The Deputy Head will contact Chinley Primary School requesting they enable entry.</p> <p>Name: Chinley Primary School</p> <p>Type of venue: Primary School</p> <p>Contact name and number: Peter Lambert</p>

Security lockdown drills	Practice drills will be at the beginning of the Autumn Term and at random times through the year. The Health and Safety Lead will go through the procedures with staff every during inset days and again at staff briefing midway through the year following a practice. Children to be told of the procedures in an assembly before the first drill. Parents to be informed of the procedures through the newsletter.
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Lockdown drill action checklist

Use this checklist to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practice going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents and visitors to hide, including under tables and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, Deputy Head to check and search for missing or injured pupils, staff or visitors		

Step	Time	Signed
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		