

## **Lockdown Procedure**

As a school it is necessary to consider the need for robust and tested school lockdown procedures.

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 pupils and adults in our school.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and adults.

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks, for example:-

- near-by chemical or toxic release
- proximity of dangerous animals e.g. dogs
- serious weather conditions
- attempted access by unauthorised persons' intent in causing harm/damage

### **Communication with parents**

As soon as it is safe to do so parents will be notified via text through our communication system. Parents will be sent the following text message: -

*We are in a Lockdown situation at school, please stay calm & do not telephone or come to school, we have contacted the emergency services*

Parents must be aware that during this period the school phones will not be used and entrances will be un-manned, external doors locked and nobody allowed in or out of school. 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. Please note that: -

- We will be doing everything possible to ensure pupils safety
- Pupils will not be released to parents during a lock down.
- Parents must not telephone school as this may tie up emergency lines

If the end of the day is extended due to the lockdown, parents will be notified if safe to do so and will receive information about the time and place pupils can be picked up by school staff or the emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Lockdown drills**

Lockdown practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Recording and monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

## Lockdown Procedures

### Staff responsibilities

**Headteacher and/or  
Business Manager  
Senior Teacher**

- Signal Lockdown – Loud Whistle
- Make contact with emergency services
- Ensure all access points are secured

**Business Manager  
and/or  
Admin Staff**

- Communicate with parents – send Lockdown template text: -  
*We are in a Lockdown situation at school, please stay calm & do not telephone or come to school, we have contacted the emergency services*
- Send message to staff members on a trip, or at a meeting, template text as follows: -  
*We are in a Lockdown situation, DO NOT return to school, await advice as to when it is safe to return to school.*
- Ensure all access points are secured
- Make contact with emergency services
- If safe take registers to assembly point
- Take a personal mobile phone to the assembly point – phone should be on silent

**Teachers and support  
staff**

- Stay with pupils – keep them calm and quiet
- Ensure all access points are secured

### Signals

**Lockdown signal(s)**

- Loud Whistle
- Word of mouth – telephone Mobile Classroom

**All clear signal**

- Word of Mouth

**Evacuation signal**

- Fire Alarm Signal

### Lockdown

**Assembly points**

- Hall
- Mobile Classroom – if not safe to go to the hall
- If not safe to reach the Hall or Mobile Classroom move to the nearest safe place or stay in the area you are in, secure the doors and turn out the lights

**Bringing pupils &  
adults inside**

- At the sound of the lockdown whistle: -
- All outside activity to cease immediately, pupils and staff calmly return to Hall via the safest available entrance
  - If that is not possible - disperse, drop and cover
  - If the threat is a chemical or toxic release everyone should cover their nose and mouth (their own clothing can be used)
  - Quietly take register or take a head count
  - Free movement may permitted within the building dependent upon circumstances – await instruction

<b>Entrance and exit points</b>	<ul style="list-style-type: none"> <li>• Secure all external doors using the lockdown high level lock and/or available door key</li> <li>• Secure all windows</li> </ul>
<b>Steps to increase protection from danger</b>	<ul style="list-style-type: none"> <li>• Pull down blinds</li> <li>• Position children away from sightlines from external doors and windows, for example under a desk, near to the wall</li> <li>• Turn off lights and monitors</li> <li>• Ensure mobiles phones and electronic devices are on silent, or turned off</li> <li>• If safe check for missing pupils or staff</li> </ul>
<b>Internal communication</b>	<ul style="list-style-type: none"> <li>• Use the internal telephone to communicate with the Mobile Classroom if possible</li> <li>• Use a mobile phone to communicate if possible</li> </ul>
<b>Communication with parents</b>	<ul style="list-style-type: none"> <li>• Send parents the Lockdown template text message as follows: - <i>We are in a Lockdown situation at school, please stay calm &amp; do not telephone or come to school, we have contacted the emergency services</i></li> <li>• Send text message when emergency is over</li> </ul>
<b>Additional notes</b>	<p>All situations are different, once all pupils and adults are safely inside, A senior member of staff will conduct an ongoing and dynamic risk assessment based on the situation and advice from the appropriate authorities/ emergency services</p>

## Checklist

Step	Check	Time	Signed
Use signal to initiate lockdown			
Ensure pupils & school adults are inside			
Secure entrance points			
Contact emergency services			
Inform parents by text			
Inform staff absent due to trip/meeting by text or phone			
<p>Ensure staff take action to increase protection from danger</p> <ul style="list-style-type: none"> <li>• Pull down blinds</li> <li>• Position children away from sightlines from external doors and windows, for example under a desk, near to the wall</li> <li>• Turn off lights and monitors</li> <li>• Ensure mobiles phones and electronic devices are on silent, or turned off</li> <li>• If the threat is a chemical or toxic release everyone should cover their nose and mouth (their own clothing can be used)</li> </ul>			
Make sure pupils and staff are aware of exit points			
If safe, check for missing pupils or staff			
Remain inside until all clear has been given or told to evacuate			
Send message to parents once emergency situation is over			
Contact anyone out of school on a trip etc once emergency situation is over			