



Trinity & St Michael's CE & Methodist Primary School

Lockdown Policy

Overview

'Lockdown' 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 and pupils in the school. The main aim of the procedures is to ensure that all pupils and adults are kept as safe as possible inside the school building. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Remaining calm and acting efficiently are of paramount importance to maximise the safety of everyone.

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

- A reported incident / civil disturbance in the local community (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 warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous animal roaming loose

Depending on the nature of the threat '**Partial Lockdown**', as opposed to '**Lockdown**' procedures may be instigated.

Responsibility for Instigating Lockdown Procedures

The most senior member of staff present will make the decision to instigate lockdown procedures.

Different situations require different response, therefore any required modifications to the agreed actions below will be communicated at the time of the incident under the instruction of the most senior member of staff.

For example, a particular threat may necessitate staff being asked to disperse children (rather than keep them together in classes) in order to maximise their safety.

Everyone must remain in 'lockdown' until the most senior member of staff present confirms the 'all clear' through verbal communication and also indicates the required consequent action.

Lockdown Procedures

1. The lockdown alarm will be sounded via the internal (telephone) speaker system to indicate the need to immediately follow agreed procedures (additional verbal instructions may be communicated depending on the nature of the threat). A member of staff will be instructed to ensure that all pupils and staff are aware of the warning- eg groups outside, kitchen staff etc.
2. If it is an incident that requires the support of the police they will be called immediately using the 999 emergency number and given all the relevant information.
3. Bishop Rawstone Academy will be informed via telephone (01772 600349).
4. As soon as practicable contact should also be made with the Local Authority Emergency Team (who can also assist with emergency services liaison etc : 03001236722 8am-8pm; 03001236720 After 8pm; edt.information@lancashire.gov.uk)
5. External doors to be locked by office/senior staff (ensuring all staff/pupils have gained safe access to the building). Windows to be closed.
6. Pupils and staff inside the school should remain in classrooms with staff remaining responsible for pupils.

7. Staff will ensure that classrooms and places of safety are appropriately secured with curtains and blinds closed and furniture used to safeguard pupils and staff. Furniture to be used to barricade doors and children to shelter under tables/worktops etc. All pupils and staff must be kept safely in their secure places and away from windows until the all-clear is given.
8. Those responsible for pupils who are not in their normal location quickly and calmly escort those pupils to the nearest secure place (preferably their classroom if safe to do so).
9. Pupils who are outside of the school buildings to be brought inside as quickly as possible, unless this endangers them and others.
10. Pupils must be kept calm and reassured throughout.
11. Staff to be ready to access class telephones and keep mobile phones to hand where possible (and if possible school email facility) to facilitate communication from senior staff.
12. If possible and safe, a roll call will be completed in each safe area and missing children reported to senior staff (time and possible location for search to be communicated if possible).
13. Where the most senior member of staff has been advised by the relevant authority that the lockdown is no longer necessary they will communicate this to staff along with required next actions.
14. No one must leave their secure place until the most senior member of staff present confirms that it is safe to do so by verbal communication.
15. If it becomes necessary to evacuate the building, the fire alarm will be sounded and evacuation should follow usual 'fire' evacuation procedures unless alternative instructions are given.
16. Appropriate support will be put in place for staff and pupils following any emergency situation which has had a traumatic impact.

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. It may also be as a result of a warning being received regarding the risk of air pollution, etc:

- Verbal 'Partial Lockdown' alert will be given by the most senior member of staff.
- All situations are different, once all staff and pupils are safely inside, the most senior staff will conduct an on-going risk assessment based on advice from the Emergency Services and their own observation. Appropriate instructions will be communicated to staff and pupils.
- Contact will be made with LA Emergency Team, Bishop Rawstone etc. if appropriate
- Movement *may* be permitted within the building dependent upon the circumstances but children must be accompanied by staff.
- 'Partial lockdown' is a precautionary measure which places the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Parent Communication & Actions

- In the event of 'lockdown', parents will be given information as soon as is practicable. This may not be at the time of the incident as priority will be given to ensuring pupil and staff safety.
- During lockdown there will be no access to school and telephone lines will be reserved for essential communication, eg emergency services
- Parents should not contact school as telephone lines will need to be kept free
- Parents should not try to access school as this could put themselves or others in danger and also interfere with the actions of emergency services
- School will notify parents via Parentmail text message as soon as it is practicable to do so when the lockdown situation has ceased and it is safe for children to be collected
- School to respond to any media enquiries with 'not in a position to comment' until advice received from LCC Corporate Communications Team (Media Relations: 01772 532781)

The school will discuss/review lockdown procedures at least once each year so that required actions remain familiar. Procedures to be displayed in each class base for ease of reference.