

# Lockdown Policy

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| Lead member of staff         | Mrs Jen Harvey               |
| Governor Committee           | Full Governing Body          |
| Chair of Governors signature |                              |
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Lockdown procedures can also be referred to as *sheltering places*. It is important to provide reassurance to parents and children in any lockdown or partial lockdown.

## Partial Lockdown (graded amber)

**Alert to staff:** 'Partial lockdown'

In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however teaching and work can continue as usual. 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.

### Immediate action for a Partial Lockdown

- All outside activity to cease immediately, pupils and staff return to building. (There needs to be a means of communicating the alert to duty staff at break times)
- All staff and pupils remain in building and external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – aim to minimise possible ingress of pollutants.
- Staff should await further instructions by phone

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. The **Area Schools Support Team** will be informed.

A 'partial lockdown' may also be a precautionary measure, but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

## 2. Full Lockdown (graded red)

**Alert to staff:** 'Full lockdown'

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

### Immediate action in Full Lockdown

- All pupils/staff stay in their classroom or move to the nearest classroom.
- Office staff should remain in their office.

## SHIPLEY CE PRIMARY SCHOOL

- External doors locked. Classroom doors locked (where a member of staff with key is present).
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in).
- Pupils/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls).
- Lights, smartboards and computer monitors turned off.
- Mobile phones turned off (or at the least turned onto silent so they cannot give away your position).
- A register to be taken of all pupils/staff in each classroom/office.
- Communicate register of staff/pupils to a pre-agreed central office.
- Staff await further instructions.

Staff and pupils remain in lock down until it has been lifted by a senior member of staff/emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the office as this could delay more important communication.

Lockdown managers: Headteacher and Bursar to initiate, manage and conclude the lockdown and communicate with emergency services.

Staff are alerted to the activation of the plan by a recognised signal (bell) audible throughout the school.

*The use of the fire alarm should be avoided to reduce the incorrect response to an incident.*

Pupils/staff who are outside of the school buildings should be brought inside as quickly as possible.

Those inside the school should remain in their classrooms or proceed directly to the nearest classroom.

Ash class are more vulnerable as they are nearer the road and car park so may be directed to come into the main hall via a designated entrance, if it is safe for them to do so.

All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked).

Blinds/curtains drawn and windows on internal doors covered.

Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for and any additional pupils/staff in their classroom via the agreed communication channel.

Staff should encourage the pupils to keep calm and provide appropriate activities for them.

As appropriate, the school should establish communication with the Emergency Services as soon as possible.

If deemed necessary by the lockdown manager(s), parents should be notified as soon as it is practicable to do so via the school's established communications system.

Pupils must not be released to parents during a lockdown.

*If it is necessary to evacuate the building, the fire alarm should sound.*

Visitors and peripatetic staff will be directed by teaching staff

The lockdown termination will be a verbal announcement to classes.

Staff have regular training refreshers and a lockdown drill is undertaken at least once a year and evaluated for effectiveness. This is recorded and kept in the school office.

Parents know that the school has a lockdown plan through the school website.

## **Communication between parents and the school**

In the event of a lockdown, parents are given enough information about what will happen 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 his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency support providers.
- Do not come to the school. They could interfere with emergency support provider's access to the school and may even put themselves and others in danger.

Policy to staff and Governors: 20<sup>th</sup> November 2017

1st review: May 2019

2<sup>nd</sup> review: September 2020

3<sup>rd</sup> Review: October 2021