



Lockdown Procedure

Purpose

On very rare occasions it may be necessary to seal off the school so that it is off limits 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 in the local vicinity. In devising a Lockdown Procedure, it is not possible to cover every eventuality. How we respond to a situation will be determined by the circumstances including where staff and children are located on the school premises at the time of the incident and by any additional information we may have.

Lockdown procedures may be activated in response to any number of situations, these may include:

- A reported incident or disturbance in the local community
- An intruder on the site
- A warning being received regarding a risk of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school
- A chemical spillage
- A report of a dangerous animal loose in the area

In the event of an actual lockdown parents will be notified as soon as possible through the usual channels.

Scope

This procedure applies to employees, volunteers, parents/carers, contractors or anyone visiting the school site. It covers the procedures that the school will follow if it is required to go into lockdown. This procedure should be read in conjunction with the school's Crisis Management Policy and Emergency Evacuation Procedures.

Communication with parents

- Parents will be notified as soon as it is practical to do so via the school's established communication network.
- 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.
- Pupils will not be released to parents during a lockdown.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the school day is extended due to the lockdown, parents will be notified when possible and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home as soon as possible following any serious incident to inform parents of the context of the lockdown and to encourage them to reinforce in their children the importance of following procedures in these very rare circumstances.

Key points

NO ONE SHOULD MOVE ABOUT THE SCHOOL

- Staff to support children in keeping calm and quiet.
- Staff to remain in lockdown positions until informed by key personnel e.g. SLT or office staff in person that there is an all clear, using a secure known password.
- As soon as possible after the lockdown teachers return to their own classrooms, take the register and notify the office immediately of any pupils not accounted for.

**At no time will staff attempt to physically remove an unwanted visitor.
Staff will follow the directives of the police as instructed or requested.**

Lockdown procedure

- A unique lockdown alarm is sounded.
- Office staff inform emergency services as required.
- Office staff contact staff who are off site and inform them that they are not to return to school until notified that the lockdown is over.
- In the event of a building lockdown, it is mandatory that all children and adults remain in the room that they are in or if not securable, the designated place of refuge. Children and adults who are outside are to return to their classrooms or if not practicable to do so, go to the nearest secure location.

Once inside a securable room:

- Lock doors and windows and close blinds.
- Do a head count immediately and notify the office of missing pupils and personnel as soon as it is practical to do so.
- If 'Locked Down' whilst in the classroom continue to teach as normal unless otherwise instructed.
- Remain in lockdown until the "all clear" is given verbally using the current password. Blinds to be lifted before unlocking the door to confirm the identity of the password bearer.
- After the all clear is sounded the Head Teacher can authorize the contacting of parents.

Lockdown drills practice

- Lockdown practices will take place termly to ensure everyone knows exactly what to do in such a situation.
- The "all clear" password will be changed termly and communicated to all staff verbally by the Head Teacher.
- Monitoring of practices will take place and be debriefed to staff in order that improvements can be made.
- A lockdown log will be kept and reports of all incidents and drills completed and kept on file.



Evacuation

Some examples of circumstances when it may be appropriate to evacuate a building or designated area include fire, bomb threats, gas or chemical leak, explosion or substantial damage to a building. Please consult the Emergency Evacuation Procedures for further information.

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