

# Lockdown Policy

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<i>Version</i>	4
<i>Review period</i>	3 years

## 1. Rationale

The purpose of this policy is to provide procedures for staff in the event of an incident that requires whole school to lockdown.

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 a situation where there is a hazard in the school grounds or outside the school in the near vicinity.

It is very unlikely that our school will ever need to implement a real lockdown but it is important for us to have arrangements in place to deal with such a situation.

## 2. Reasons for a lockdown to be initiated:

- Someone who is out of control and threaten the safety of our pupils, staff, or himself/herself;
- Someone who has a gun or weapon;
- An intruder;
- Hazardous chemicals outside the building;
- An extreme weather related event;

By its very nature, the reasons for a lockdown will be unpredictable and may occur at any time of the day. Members of the school community should be alert to the security of the school site and procedures for maintaining a secure site. They should also be aware of the guidance in Appendix 1 on how to respond to an attack: **Run, Hide, Tell.**

When an incident occurs the priority is to safeguard those on-site (i.e. pupils, staff, parents/carers, visitors) and alert the emergency services if necessary. Parents and other organisations (such as the local authority) can then be informed as appropriate.

Plans should emphasise the importance of locking down as quickly as possible. At the first indication of a major incident or potential threat, the signal for lockdown should be given and the lockdown begin immediately. If pupils are outside when the signal for a lockdown is sounded, staff members need to take pupils to the nearest possible safe area that can be secured.

## 3. Levels of Lockdown

There are two levels of lockdown:

**AMBER** – Partial lockdown during which school activities carry on as normal practice. However entrances and exits to the school are monitored closely and all staff are aware and on alert to be vigilant. Pupils and parents should not be aware of the situation in this instance.

**RED** – Full lockdown during which all staff and pupils would be inside the building, classroom doors and windows barricaded and emergency services fully involved. Pupils and parents would be fully aware of the situation in this instance.

#### **4. Raising the alarm**

All staff (especially those working in the main office) should be trained that when information is received in the office of a situation requiring a lockdown, whoever receives that information, will immediately activate the school's lockdown system. There should be no hesitation in announcing the lockdown, and the decision to call the lockdown should be made immediately by whoever receives the call to the office, and should not be delayed.

A klaxon is used to alert the school community to an attack. One is kept in the school office, one is kept in the Headteacher's office and one is kept in the Site Manager's Room.

- Any member of staff who believes that the school is subject to an attack should inform office staff straightaway, providing information about the situation.
- If possible, reception staff should inform the HT immediately (senior staff member in charge, in their absence).
- HT consults Emergency Services if appropriate. HT (senior staff member in charge, in their absence) makes decision to impose lockdown.
- If the decision is taken to impose a lockdown, the Headteacher will sound the klaxon.
- Due to the unpredictable nature of the event, it may not be safe or practical to contact the Headteacher. Members of staff should sound the klaxon if they are able to.
- The internal phone system will also be used by office staff who will inform adults by stating 'ATTENTION LOCK DOWN'

#### **5. Response to lockdown alert**

Before locking a door, staff should gather everyone in the immediate vicinity into their classroom or other secure area, if it is safe to do so. Then follow the **CLOSE** procedures

Close all doors and windows. Turn off lights and computers / projectors

Lock/ barricade all doors/ windows and draw blinds/curtains

Out of sight and minimize movement (e.g. sit/lie on the floor, against a wall, under desk or around a corner).

Stay silent and avoid drawing attention. All phones on silent.

Endure. Be aware you may be in lockdown for some time.

- The klaxon signal will activate a process of pupils being ushered into the school building as quickly as possible and the locking of the school's classrooms offices, connecting doors and all outside doors/ shutters where it is possible to remain safe.
- At the given signal the pupils remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and pupils are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.
- Pupils or staff not in their classroom for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. pupils using toilets when lockdown procedure is engaged.
- If practicable staff should notify the office by phone that they have entered lockdown and identify those pupils not accounted for.

### **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

- Staff to support pupils in keeping calm and quiet.
- Staff to remain in lockdown positions until informed by a senior leader or the emergency services
- As soon as possible after the lockdown teachers return to their classrooms and conduct a register and notify the office immediately of any pupils not accounted for.
- Senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services.

## **6. Specific Areas**

### **Toilets**

As the door into the toilet area cannot be locked pupils need to evacuate toilets if at all possible and get to an area that can safely be locked down.

Designated adults who work in close proximity to toilets need to check them before locking down themselves, if it safe to do so, and take any pupils found in the toilets, into their classrooms to lockdown.

As a last resort, staff or pupils trapped in a washroom, should attempt to somehow secure the bathroom door, enter a stall, lock the door and climb on top of the toilet.

### **Open Areas**

Open areas including hallways and other open areas are the most vulnerable, making them the most likely location for a threat, and the most difficult areas to quickly and effectively secure. Pupils / staff should move to the nearest accessible classroom.

### **Outside**

If children are on the school site but outside the buildings they should be brought in immediately and go to the nearest classroom, but only if safe to do so. Staff with pupils should use their judgement. It may be safer to stay out of the school building and seek alternative exits to the school site, especially during a high risk incident.

## **7. Staff Roles**

- Headteacher / Office Staff lock the front door
- Headteacher / Office Staff lock the office and call police if necessary
- Caretaker / Cleaning Staff to head to Office
- Individual teachers and TAs close/lock nearest doors and windows.  
Nearest adult to check exit doors
- Catering Staff to lock back door to kitchen and turn off lights

## **8. Communication with Parents**

- If necessary, parents will be notified as soon as is practical to do so via text and dojo.
- Parents will be told:

*“..the school is in a full lockdown situation. During this period the phone and entrances will be un-manned, external doors locked and nobody allowed in or out. Please can we ask you NOT to phone the school as this will tie up our emergency lines ...”*

- 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 day is extended due to the lockdown, parents will be notified 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 on the nearest possible day following any serious incident to inform parents of context of lockdown

and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

### **9. Training**

- Staff informed about lockdown policy - Staff receive a copy of the policy. Copies of the Lockdown Policy are to be kept in every room in school.
- Annual staff training on the Lockdown Policy
- Information to parents in a newsletter/on school website that we have a Lockdown Policy.
- Conduct a number of table top exercises with the Senior Leadership Team (SLT) team to test the procedures against a variety of scenarios.

### **Bomb Threat**

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be alert, but not alarmed!

On receipt of a “bomb threat” - Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

## APPENDIX 1

### **Stay Safe - Firearms and weapons attack**

'Stay Safe' principles (**Run Hide Tell**) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website <https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

#### **Run**

Escape if you can.

Consider the safest options.

Is there a safe route? RUN if not HIDE.

Can you get there without exposing yourself to greater danger?

Insist others leave with you.

Leave belongings behind.

#### **Hide**

If you can't RUN, HIDE.

Find cover from gunfire.

If you can see the attacker, they may be able to see you.

Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.

Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.

Be aware of your exits.

Try not to get trapped.

Be quiet, silence your phone.

Lock / barricade yourself in.

Move away from the door.

#### **Tell**

Call 999 - What do the police need to know?

Location - Where are the suspects?

Direction - Where did you last see the suspects?

Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.

Further information – Casualties, type of injury, building information, entrances, exits, hostages etc. Stop other people entering the building if it is safe to do so.

#### **Armed Police Response**

Follow officers' instructions.

Remain calm.

Can you move to a safer area?

Avoid sudden movements that may be considered a threat.

Keep your hands in view.

Officers will evacuate you when it is safe to do so.



RUN HIDE and TELL leaflet Appendix 2

[http://www.npcc.police.uk/StaySafeAssets/NPCC\\_CT\\_A5%202pp.pdf](http://www.npcc.police.uk/StaySafeAssets/NPCC_CT_A5%202pp.pdf)