

## Lockdown Policy and Procedures

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Our lockdown policy and procedures aim to keep everyone safe in the event of a serious security threat.

### **Rationale**

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 students, staff and visitors in the school. Procedures should aim to minimise disruption to learning whilst ensuring the safety of all within.

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

Lockdown is implemented when there is a serious security risk, for example:

- A reported incident/civil disturbance in the local community with the potential to pose a risk to anyone in the school.
- An intruder on the school site with the potential to pose a risk to anyone in the school.
- A warning being received regarding a risk locally, of air pollution/smoke plume, gas cloud etc., or serious weather conditions.
- A major fire in the vicinity of the school

### **Notification of a lockdown**

Staff will be notified that lockdown procedures are to be followed immediately on hearing the radio call:

All staff, Code 21, partial lockdown

or

All staff, Code 21, full lockdown

This message will also be relayed via the schools internal telephone system.

### **Procedures**

#### **For those out of the building**

1. The above signal will activate a process of students being ushered into the school building if they are on the playground/garden area as quickly as possible and the locking of all outside doors and windows.
2. If on the field, escort students to the nearest primary school/nursery building in use. Alert school of your position via your two way radio.
3. If off site i.e. swimming, Geography field trip, Gold Activity, staff will be informed and told not to return to school until safe. Staff supervising the students will be given advice of where to go at such times.

#### **For those inside the building**

Partial lockdown is a serious precautionary measure and puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

##### 1. **Partial lockdown**

- a. All remain in the building and all doors leading outside should be locked.
- b. All windows should be shut and blinds pulled down.
- c. No one should be allowed to enter or leave the building, however, teaching and work inside can continue as usual.
- d. Movement within the building will be dependent upon circumstances and risk assessment.

## 2. 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.

- a. All students and staff stay in their classroom or move to the nearest classroom and lock the classroom door.
- b. Office staff should remain in their offices and lock the door.
- c. The caretaker will lock all external doors.
- d. Close windows, draw blinds/pull down roller blinds. Cover glass panels in internal doors with paper (so an intruder cannot see in).
- e. Turn off lights, large teaching screen and computer monitors.
- f. Turn mobile phones onto silent so they cannot give away your position.
- g. Sit students and staff away from the door, preferably under/in a location that would protect them from gunfire.
- h. Quietly take a register of students and staff in each room/office.
- i. Communicate register to school office via two-way radio/internal school phone. Any missing class member must be reported as to when last seen and possible area to search when given the signal.
- j. Staff to support students in keeping calm and quiet.

**No one should move about the school**

Everyone remains in lockdown positions until informed to do otherwise by a member of the Senior Leadership Team in person or our two-way radio's or the school internal telephone system.

As soon as possible, form teachers, form T.A.'s and students return to their own class bases. The form teacher needs to conduct a roll call and notify the school office immediately of any students or staff not accounted for.

Once all are accounted for, and other services stood down, senior leaders will meet and follow Emergency Planning Procedures.

### Communication with parents/carers and transport departments

Parents/Carers and transport will be notified as soon as it is practical to do so by phone. Where that is not possible text or email will be used.

A standardised brief message of reassurance will be given to all parents/carers on the day by the child's class staff, preferably before they arrive home from school.

A letter to parents/carers will be sent home on the nearest possible day following any serious incident to inform them of the context of the lockdown.

### Lockdown drills

Lockdown practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation.

Monitoring of practice will take place and staff debriefed for positives or to identify required improvements.

### Review

The Governing Body will review this policy every 3 years. The Governors may, however, review the policy earlier than this if the government introduces new regulations, or if the Governing Body receives recommendations on how the policy might be improved.