



Blakesley C of E Primary School

Lockdown Policy 2020-2021

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 staff and pupils in the school.

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

1. A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
2. An intruder on the school site (with the potential to pose a risk to staff and pupils)
3. A warning being received regarding a risk locally, of air pollution (smoke plume, chemical spill, gas cloud etc)
4. A major fire in the vicinity of the school
5. The close proximity of a dangerous dog/animal roaming loose

The school's lockdown plan is as follows:

Signal for partial lockdown	Communicated by email high alert or verbally by senior leaders/office team
Signal for full lockdown	A repeated horn of 5 short blasts
Signal for all-clear	2 longer horn blasts or verbally

Partial Lockdown (external)

This will be communicated to staff via email and/or face-to-face by a senior leader or office staff member. This is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

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:

- All outdoor activity to cease immediately, pupils and staff return to building.
- All staff and pupils remain in building with external gates, doors and windows locked but lessons will continue as normal and free movement will be permitted within the building.

As all situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from Emergency Services.

Communication with staff

- Email high alert will be used to communicate the nature of the incident and the measures put in place to ensure the safety of all staff and pupils.

Full Lockdown (internal and external)

This will be communicated to staff and pupils via 5 short blasts on the school horn. This signifies an immediate threat to the school. It may be an escalation of a partial lockdown.

Immediate action:

Follow the **CLOSE** procedure:

- Close all windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lock down for some time

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 main school number as this could delay more important communication.

Communication with staff:

- Internal phone communication
- Email

Further detail:

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

1. The above signal will activate a process of pupils being ushered into the school building as quickly as possible and the locking and securing of the school's classrooms, offices, connecting doors and all outside doors/windows where it is possible to remain safe. Staff nearest to exit doors should quickly lock them but listen out in case a class are coming in from PE and need to gain entry.
2. Should the signal sound during lessons or registration 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 unless needed for communication. Adult mobiles in the room should be on silent.
3. Should the signal sound during break or lunch staff on duty should ensure that pupils go to their registration rooms where they will be joined by their tutor who 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 unless needed for communication. Adult mobiles in the room should be on silent.
4. If an incident occurs in a classroom then if possible, the pupils will be evacuated to the nearest safe classroom and any member of staff should communicate the situation to main reception so that the lockdown signal can be given.

5. Any pupils, staff and visitors not in class 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 or music peripatetic staff.
6. Office staff should use the Headteacher and Bursar's offices.
7. If practical staff should notify admin reception by phone or email that they have entered lock down and identify those pupils not accounted for. **NO ONE SHOULD MOVE ABOUT THE SCHOOL.**
8. All staff will support pupils in keeping calm and quiet.
9. The Headteacher or senior leader present will liaise with the emergency services and ensure appropriate communication is made with all staff during the lockdown period.
10. Staff will remain in lock down positions until informed by key staff e.g. Senior Leadership Team, Chair of Governors or Office Staff in person that there is an all clear or until two longer blasts of the horn.
11. As soon as possible after the lock down teachers and pupils will return to their normal classrooms where a register will be taken immediately and the office notified immediately of any pupils not accounted for.

Staff Roles:

1. School office staff to ensure that offices are locked and police called if necessary.
2. SLT or site supervisors to lock the school's front doors and entrances.
3. Individual teachers and support staff to lock/close classroom door(s) and windows. Nearest adult to check exit doors.

Communication with parents:

- If necessary parents will be notified as soon as it is practical to do so via the school's established communication network, website and text.
Parents will be told: '*..the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out..*'
- Pupils will not be released to parents/carers during a lock down. 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 lock down, parents will be notified and 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.

Lock down drills for staff

Lock down practices for staff will take place at least once a year on an informed day to ensure staff know exactly what to do in such a situation. (Actions 1 to 3 on the checklist below should be carried out.) The staff will know the day but not the time.

- 5 short intermittent horn blasts will sound.
- Staff will go through the motions of getting the children inside the building, shutting doors, windows and pulling down blinds and keeping the children calm – class work or a story being read should take place rather than children going under desks.
- Quiet talking with the children is permitted in order that they do not suspect anything is that different.

- No children should know what or why in order not to scare them.
- Senior leaders will give the signal in person or via email when to resume normality having first checked that the process has been followed and all doors are locked.
- Monitoring of the practice will take place and staff debriefed for positive reinforcement or to identify required improvements.

Checklist on hearing the 5 intermittent horn blasts:

Action 1	Ensure all children are inside the school building.
Action 2	All external doors and windows are closed. Blinds are pulled down.
Action 3	Children are kept calm and silent.
Action 4	If announcing the need for a lock down, call the office on 01327 860257 who will call the police and/or emergency service.
Action 5	If there is a possible attack, staff should get children to sit on the floor, go under the desks or sit against a wall. Keep out of sight and stay away from windows or doors. If felt necessary obstruct the door with a piece of furniture.
Action 6	If possible check for missing pupils, staff or visitors to report if necessary.
Action 7	Remain inside until the all-clear has been given or unless told to evacuate by the emergency services.

Policy reviewed: September 2020
Next review : September 2021