



Lockdown procedures in the event of an emergency

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Cycle of review: 3 years

Statutory Policy: No

Introduction

A lockdown procedure can help school leaders to secure the safety of staff and pupils at their school during a crisis. This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors. The lockdown procedure checklist can be used as guidance on what to do in the case of an emergency.

Lockdown procedure

- The Headteacher will ensure that all staff members understand when and how the lockdown procedure will be implemented. It will be discussed as part of new starter induction and shared with whole staff on an annual basis on the first day of term.
- Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented.
- The Headteacher will take all factors into consideration when deciding whether to partially or fully lockdown the school. Where possible, advice will be sought from the emergency services.
- The partial lockdown procedure is a precautionary measure but puts the school in a state of readiness should the situation escalate. It will be used in the event of, but not limited to, the following:
 - A local risk of air pollution
 - A civil disturbance in the local community with the potential to pose a risk to the school
- The full lockdown procedure will be used in the event of, but not limited to, the following:
 - An intruder on the school site
 - A major fire in the vicinity of the school
 - The close proximity of a dangerous dog, or other animal, roaming loose
- The signal given for staff members to implement the lockdown procedure is an on-going siren made of the school bell continuously.
- Two-way radios will be used to make staff members aware of the incident that has occurred and inform them of the type of lockdown procedure which is to be implemented.
- Lines of communication between staff members will be kept open through the use of two-way radios; however, unnecessary calls will not be made as this could delay important communication.
- As soon as the alarm has been raised, the school office staff will ensure that the relevant emergency services are informed and kept up-to-date with the situation.
- In the event of the school implementing the lockdown procedure, pupils will be instructed to remain in their classroom, or will be guided to the nearest secure room.

- Staff members will ensure that the toilets, dining hall and playgrounds are cleared of all pupils, staff members and visitors.
- Pupils who are outside the school, or not in classrooms, will be led inside as quickly as possible to their form room, unless this will endanger them and others.
- Classroom teachers are responsible for the pupils within their classroom.
- When all personnel and pupils are inside, doors and windows will be securely locked and blinds will be pulled down.
- Class teachers to turn walkie-talkies on to Channel 3.
- Classroom teachers will conduct a register or headcount. Class teachers will notify the school office immediately of any pupils not accounted for via two-way radios and an immediate search will be instigated, where appropriate.
- Once all personnel and pupils are inside, the senior leadership team (SLT) will conduct an on-going and dynamic risk assessment based on advice from the emergency services.
- All pupils, staff members and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access to the school building.
- Pupils will be instructed to take cover under their tables if at all possible (consideration for special needs of the children will be made by the class teachers).
- In the event of a partial lockdown, movement by pupils may be permitted within the building, dependent upon the circumstances, but this will be supervised by a staff member.
- In the event of an air pollution issue, air vents will be closed, where possible, as an additional precaution.
- In the event of a full lockdown, once all pupils have been accounted for, the following actions will be carried out by staff members in order to increase protection:
 - Blocking off access points by moving furniture to obstruct doorways etc.
 - Drawing all curtains and blinds
 - Turning off all lights and electronic monitors that express light
 - Instructing all pupils to either sit on the floor, under a table or against a wall (consideration for special needs of the children will be made by the class teachers.)
 - Ensuring all people are kept out of sight and away from windows or doors
- All personnel will remain inside until an 'all clear' signal has been given, either via two-way radio or by the SLT, or unless told to evacuate by the emergency services.
- If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site.
- Parents will be notified as soon as it is practicable to do so via the text messaging server.

- **Pupils will not be released to parents/carers** during a lockdown.
- If it is necessary to evacuate the building, a continuous ring of the fire alarm will be sounded.

Lockdown procedure checklist

| Management and control | |
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| Nominated person | Responsibility |
| Headteacher | Initial contact with the emergency services |
| Deputy Headteacher | Liaison with parents |
| Teacher | Pupil care and control |

| Signals | |
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| Signal for lockdown | Continuous siren is sounded |
| Signal for all-clear | Given via two-way radio or by the SLT |

| Lockdown Procedure | | | | |
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| Step | Initial response | Check | Time | Signed |
| 1 | Dial 999 for each emergency service that the incident requires. | | | |
| 2 | Ensure all pupils are inside a secure room – ideally form room. | | | |
| 3 | Secure all entrance points. | | | |
| 4 | Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> • Sit on the floor, under tables or against the wall (if students are able to) • Keep out of sight and draw curtains to avoid detection • Turn off lights • Stay away from windows and doors | | | |
| 5 | Ensure walkie-talkies are switched on and turned to channel 3. | | | |
| 6 | Ensure that all pupils and staff members inside a secure room are aware of an exit point in case an intruder manages to gain access or the form room becomes unsafe. | | | |

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| 7 | Check for missing or injured staff members and pupils if it is safe to do so. | | | |
| 8 | Remain inside a secure room until the all clear signal has been given or unless told to evacuate by the emergency services. | | | |