



# Lockdown Policy

<b>Date Implemented:</b>	November 2023
<b>Review Date:</b>	November 2026
<b>Headteacher: Mrs Macey</b>	
<b>Chair of Governors: Mr Griffiths</b>	

## **Introduction**

All schools should have effective lockdown procedures that they regularly practise and review, alongside evacuation procedures. 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. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors.

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

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community
- An intruder on the school site with the potential to pose a risk to pupils, staff and visitors
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud)
- A major fire in the vicinity of the school
- The close proximity of a dangerous animal roaming loose

There is potential for the term lockdown to be seen as extreme or frightening but this is simply a procedure to safeguard everyone at the school in the same way as an evacuation procedure.

## **Basic Principles:**

- Staff will be alerted to the activation of the plan by a recognised signal. This will be a 1 long ring of an air horn which is stored in the office. If staff are unable to get to the school bell, staff will be alerted by loud shouts of 'Lockdown'.
- Pupils who are outside of the school building should be brought inside as quickly as possible if it is safe to do so.
- Those inside the school should remain in their classrooms.
- All external doors should be locked and windows shut.
- Depending on the circumstances, internal classroom doors may also need to be barricaded.
- Once in lockdown mode staff should notify a member of the SLT immediately of any pupils not accounted for, and instigate an immediate search for any missing pupils.
- Staff should encourage pupils to keep calm.
- The school should establish communication with the Emergency Services as soon as possible where this is deemed appropriate.
- Wrexham County Borough Council and Governor Support should be notified. This is the responsibility of the School Administrator.
- If necessary, parents should be notified as soon as it is practicable to do so via email.

- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Staff should then await further instructions.
- Lockdown drill information will be displayed in every classroom alongside information relating to fire drills.

It is of vital importance that lockdown procedures are familiar to members of the senior leadership team, school administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill will be undertaken once a year.

Parents will also be made aware that the school has a lockdown plan, but the plan should not be shared due to the potential to render the plan ineffective.

## **Lockdown Arrangements**

### **1. *Partial Lockdown***

#### **Alert to staff: “Partial Lockdown”**

This may be as a result of a reported incident or civil disturbance in the local community with the potential to pose a risk to pupils, staff and visitors in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

**Signal:**        **If access to the air horn, a long ring of the air horn will indicate partial lockdown.**  
                      **If no access to main school bell, Partial Lockdown will be indicated via a shout of ‘Partial Lockdown’.**

#### **Immediate actions:**

- All pupils and staff to remain indoors and external doors should be locked and windows should be shut.
  - Admin staff to lock main school doors if possible.
  - External classroom doors to be locked by classroom teachers or TA’s.
  - All other external doors e.g. Computer room and the spare classroom to be locked by HT or administrator.
  - Kitchen staff to lock their outside door.
- All pupils should return to their classrooms immediately if possible and register taken - the administrative office will contact each class in turn for an attendance report if this is possible. After the register is taken free movement may be permitted within the building, dependent upon the circumstances, as directed by the Headteacher.

All situations are different; once all pupils and staff are safely indoors, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This will then be communicated to staff, who can inform pupils if they are old enough to understand. "Partial lockdown" should be seen as a precautionary measure which puts the school in a state of readiness should the situation escalate, whilst retaining a degree of normality.

## **2. Full Lockdown**

### **Alert to staff: "Full Lockdown"**

This signifies an immediate threat to the school and may be an escalation of a partial lockdown, for e.g. An intruder with a weapon, a terrorist incident, person threatening physical violence.

**Signal:** If access to the air horn, a long ring will indicate partial lockdown. If no access to main school bell. Full lockdown will be indicated via loud shout of 'Full Lockdown' by the member of staff who has identified the threat and then this shouted message will then be relayed by other members of staff.

### **Immediate actions:**

- Admin staff to lock main school doors if possible.
- External classroom doors to be locked by classroom teachers or TA's.
- All other external doors e.g. computer room and spare classroom to be locked by HT or administrator.
- Kitchen staff to lock their outside door.
- Windows shut and blinds drawn.
- The nearest pieces of furniture should be pushed against the door- i.e. Desks and bookcases.
- Pupils sit quietly out of sight (e.g. book nook, under desk or around a corner).
- Register taken - the administrative office will contact each class in turn for an attendance report if this is possible.

Staff and pupils remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

### **Outdoor Activities**

All outside activity to cease immediately with pupils and staff returning indoors. Lockdown will be indicated via the air horn or via a senior member of staff.

If pupils are outside when the lockdown alarm is raised it may be more appropriate to even tell them to hide or disperse if this will aid their safety.

### **Roll call**

Using class fire procedure lists, each teacher must conduct roll call as soon as safely possible. Senior Leadership will assume that all pupils are accounted for unless informed otherwise.

### **Lines of Communication**

During the lockdown, staff should keep telephone lines open and must not make unnecessary as this could delay more important communication.

However, if staff hear or see something suspicious, they must inform the Head teacher or SLT .

### **Communication With Parents and Carers**

School lockdown procedures, especially arrangements for communicating with parents and carers, will be shared with parents and carers annually, although it is not advisable to share entire lockdown plans. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents and carers as soon as is practicable via the Headteacher. Parents and carers will obviously be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents and carers should be given enough information about what will happen so that they:

- are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure their child's safety,
- do not need to contact the school as calling the school could tie up telephone lines that are needed for contacting emergency service providers,
- do not come to the school as they could interfere with access by emergency service providers and may even put themselves and others in danger,
- wait for the school to contact them about when it is safe to come to collect their children, and where this will be from.

This part of the plan must reassure parents and carers that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, it may also be prudent to reinforce the message ***"...the school is in a full lockdown situation. During this period the switchboard and entrances will not be staffed, external doors locked and nobody will be allowed in or out..."***

### **Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services dependent upon the severity of the incident that has

triggered the lockdown. Emergency Services will support the decision of the Head teacher with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Wrexham County Borough Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for family members outside of the cordoned off area.

### **Managing Lockdown Procedure**

- The people with authority to manage the lockdown are the Head teacher and Deputy Head teacher, and all members of the Senior Leadership Team.
- Lock down plans should be shared with all staff, tested and reviewed annually.
- After lock down procedure have been activated, training requirements for staff and pupils should be evaluated.
- Debriefing should be organised following a lockdown.

### **Lockdown Situations when Away From School**

Schools must also consider what would happen if a lockdown situation should arise when a group is away from school, whether this be on a short visit or day trip.

It will always be necessary to carry out a risk assessment prior to such visits and it is important to consider what would happen if an emergency situation arose that was out of the control of the staff who are supervising the pupils on the trip.

It is almost impossible to predict the circumstances where an emergency situation might arise in a way that specific planning can be undertaken. As a minimum it will be prudent to show pupils an emergency meeting point if the party gets separated and remind them to follow instructions from the Emergency Services. If the trip involves staying in a hotel or hostel the staff leading the trip should identify areas of the building where they are most likely to be able to protect the safety of the children in their care. Pupils could even be asked to disperse or hide if this will aid their safety.

If the school is in a Lockdown situation when a class is away on a day trip and is expected to return the teacher in charge of the trip will be notified by a phone call from the Head teacher or Secretary.

### **Conclusion**

No guidance will ever cover every eventuality but, if the matter is given some thought, everyone will be as prepared as possible should a lockdown situation ever arise. The more preparation that has taken place the greater chance is that there will be less panic, enabling staff to protect the children in our care to the best of our ability.

## **Model letter to parents**



### **Emergency Procedures for Parents at Madras V.A. Primary School**

As directed by the Local Authority, we have to have Fire evacuation and Lockdown procedures in all schools. This can be quite a daunting thought for parents, staff and especially pupils, but unfortunately is something we must do in order to ensure the safety of your children when in our care.

We have introduced the lockdown plan with all children this week and have discussed this in an age appropriate way so as not to frighten or upset anyone. Over the coming weeks, we will be practicing these procedures to ensure they run effectively.

### **Practising our Emergency Procedures**

In order to practise our emergency procedures the school usually has **3** evacuation drills per year and 1 Lockdown Drill per year. This is to ensure we regularly practise our safety procedures.

### **Evacuation Drill**

Evacuation is when the whole school population goes out of the building and assembles in the school grounds. During the evacuation drill the school alarm will sound continuously and the children will line up in their registration groups in the school playground. At the end of the evacuation drill the school alarm will be switched off and children will return to their classes, following instructions from their teacher.

### **Lockdown Drill**

Lockdown is when the whole school population stays in the building. During the Lockdown drill the air horn will be rung continuously to signal the start of the Lockdown drill (if no access to the air horn, this will be done via verbal signals). At the end of the drill a member of staff will inform the children the drill has ended and learning will resume as before. After our annual Lockdown drill the Head teacher will notify parents via email.

### **What will the school do in the event of an actual emergency at the school?**

In the event of an actual emergency at the school, the school will convene a Schools Emergency Response Team, consisting of senior members of staff. They will assess the situation and activate the School Emergency Response Plan. The primary focus will be to

ensure the safety and welfare of all children and adults on site. When it is appropriate families will be informed via Dojo by the Head teacher. We ask that you:

- do not contact the school as calling the school could tie up telephone lines that are needed for contacting emergency service providers,
- do not come to the school as you could interfere with access by emergency service providers and may even put yourselves and others in danger,
- wait for the school to contact you via Dojo about when it is safe to come to collect your children, and where this will be from.