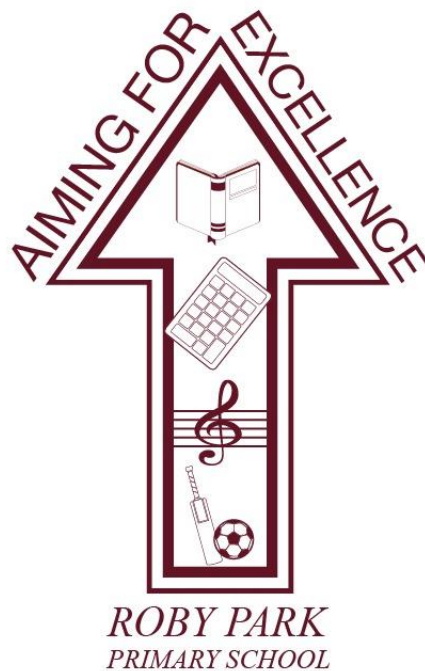


Roby Park Primary school Lockdown Procedure



Written September 2022

Review September 2023

Signed – *Mrs Kat Allen*
(Headteacher)

Signed - *Mrs Heather Haddley*
(Chair of Governors)

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 and staff.

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

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

Immediate action:

- Reception / SLT to activate air horn located in reception and sound it in the following areas:
 - o Hall and rainbow room,
 - o Year 1 & 2 corridor
 - o Year 3 & 4 corridor
 - o Year 5 & 6 corridor

Upon confirmation school is in lockdown staff responding to airhorn notification are to activate airhorns in their relevant area. If safe to do so responding staff member in Year 1 and 2 corridor to sound the air horn externally to inform staff potentially on the field / playground of the situation.

All staff and pupils:

- All outside activity to cease immediately, pupils and staff return to building where possible. If staff and students are on the field they should move into the woodland area if it is unsafe to return to the building.
- All staff and pupils remain in the building and external doors and windows locked.
- All pupils return to the nearest occupied classroom.
- Internal door's locked, windows locked, blinds drawn, lights turned off, pupils sit quietly, away from windows and sight glass where possible.
- Register taken/head count – staff to use emergency WhatsApp to communicate.
- Staff and pupils remain in lockdown until it has been lifted by a member of SLT or a member of the emergency services.
- During the lockdown, staff will keep agreed lines of communication open the emergency WhatsApp group.

- If the fire alarm sounds during the lockdown nobody should evacuate as this may be set off deliberately by an intruder. It is safer to stay locked down. In the event of a fire being discovered the emergency services should be informed.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website, parent mail, social media or the school app.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents 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 her safety
- Do not contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is to come collect their children, and where this will be from.

Parents will be told

'... the school is in a full lockdown situation. During this period the phones and entrances will be un-manned, external doors locked and nobody 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 depending on the severity of the incident that has triggered the Lockdown.

Full Lockdown procedure

Signals	Staff will be alerted to the activation of the plan via a continuous airhorn signal. The signal for the all clear will be given verbally by a member of SLT or the emergency services. Do not exit lockdown unless you have been advised otherwise as stated above.
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Lockdown	<p>Front reception door to be locked immediately.</p> <p>Outside - Pupils who are outside of the school building are brought inside as quickly as possible, unless this endangers them and others. The alert for outside will be the same as inside. Class Teachers will be responsible for their own class.</p> <p>Inside – Pupils and staff will be alerted to this by a continuous airhorn siren. Whoever initially calls for lockdown will inform the reception before anyone else. All staff to take action to increase protection from attack: Secure access points – External doors, fire doors, Internal doors and windows, close shutters where applicable, draw blinds where possible, children will all sit away from external windows. Those inside the school should remain in their classrooms. All doors and windows should be secured including classroom doors. Please lock or wedge closed classroom doors where possible. (Alternatively, ask pupils to hide or disperse if this will improve their safety).</p> <p>Library, dining room / hall – disperse to the nearest lockable room and follow the instructions above.</p> <p>Nursery and Reception classes – sit on the carpeted area away from the vision of the classroom door following the instructions above.</p> <p>Kitchen – close servery shutters and follow the instructions above.</p> <p>Other staff –move quickly into the nearest room and secure the door. Sit on the floor, under tables or against a wall. Keep out of sight and draw curtains / blinds. Turn off lights and stay away from windows and doors. Once in lockdown mode, staff should notify the office via emergency WhatsApp group immediately of any pupils not accounted for or any extra children they have taken in to their room. Staff to gather all essential resources if safe to do so i.e. mobile phone, laptop etc. Staff should encourage the pupils to keep calm.</p> <p>If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site</p>
Communication arrangements	<p>WhatsApp group for staff to contact office.</p> <p>Call emergency services - Dial 999. As appropriate, the school office / SLT will establish communication with the Emergency Services and notify the Local Authority by the School Emergency' phone number.</p> <p>Parents/Carers- Parents will be notified as soon as it is practicable to do so.</p> <p>Pupils will not be released to parents during a lockdown.</p> <p>Remain inside until an all-clear has been given by a member of SLT, or unless told to evacuate by the emergency services.</p>

Evacuation	If it is necessary to evacuate the building, everyone will be alerted via the emergency WhatsApp group or verbally by a member of SLT and emergency services
Partial Lockdown	
Alert	Alert to staff: 'Partial lockdown?' will be announced via verbal communication. 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 outside activity to cease immediately, pupils and staff return to building if safe to do so. Staff will be notified by SLT. All staff and pupils remain in the building and external doors and windows locked. Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff.
Risk Assessment	<p>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 the Emergency Services. This can then be communicated to staff and pupils.</p> <p>'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.</p> <p>In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.</p> <p>If necessary, a partial lockdown may be escalated to a full lockdown. Staff will be alerted via the emergency lockdown signal.</p>
Drill	It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year.