

## School Lockdown Procedure

<b>Name of the school</b>	<b>Roby Park Primary School</b>
<b>Date of Implementation</b>	<b>16/04/2024</b>

### Why we need a Lockdown Procedure

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 i.e air pollution (smoke plume, gas cloud etc).
- The proximity of a dangerous dog roaming loose.
- A major fire in the vicinity of the school.

### What Initial action will be taken

- Dependant on the information available to the member of staff at the time. A 'dynamic' assessment on what cause of action to take will be based on their perception of risk.
- If the member of staff's perception of the risk is **LOW**.
  - They will ensure all external doors and windows where they are, are secured.
  - Communicate their concerns with the Head Teacher and/or the Senior Leadership Team
  - The Head Teacher together with their Senior Leadership Team will weigh up the risk and will act. This may involve placing the school in 'Partial or Full Lockdown' and calling the emergency services.
- If the member of staff's perception of the risk is **HIGH**
  - Immediate action will be taken and the member of staff will raise the alarm triggering everyone to activate 'Full Lockdown'.
  - If it is safe to do so, they will ensure all external doors and windows where they are, are secured.
  - Communicate their concerns with the Head Teacher and/or the Senior Leadership Team
  - The Head Teacher together with their Senior Leadership Team will weigh up the risk and will act. This may involve lowering the alert level to 'Partial Lockdown' or calling the emergency services.

## Partial Lockdown General Procedure

### Partial Lockdown

An incident has occurred near to the school, which may or may not have a direct impact on the school, our staff, or our pupils.

The vast majority of the time it will be in response to a request from the emergency services and will entail us having to secure our site, close all external doors and windows and restrict all access until further notice.

<b>Signal</b>	Alert to staff: 'Partial lockdown' will be announced verbally by the Head Teacher or Deputy Head
<b>Action</b>	If it is safe to do so: <ul style="list-style-type: none"> <li>• All boundary gates will be closed</li> <li>• All windows and external doors will be closed and secured.</li> <li>• If necessary, all external vents will be shut</li> <li>• Access to and from the school will be restricted until further notice.</li> </ul>
<b>Outside – Field/Sports Area</b>	All staff and pupils will be instructed to come back inside the school.
<b>Outside –Yards</b>	All staff and pupils will be instructed to come back inside the school.
<b>Inside</b>	Apart from access being restricted and all the external doors and windows being secured, activities and classes will continue as normal.
<b>Communication with Parents</b>	Parent and guardians will be informed by Class Charts or telephone call if required: '.....the School is in a partial lockdown situation. During this period all external doors have been locked, and nobody is allowed in or out. Please await further news from the school.'

## Full Lockdown General Procedure

### Full Lockdown

An incident has occurred very close to or inside the school building which has resulted in our staff becoming concerned for the safety of our staff and/or our pupils.

<b>Signal</b>	<p>Staff will be alerted to the activation of the plan through the lockdown alarm via Reception Staff / SLT activating the activate air horn located in reception and sound it in the following areas:</p> <ul style="list-style-type: none"> <li>• Hall and rainbow room,</li> <li>• Year 1 &amp; 2 corridor</li> <li>• Year 3 &amp; 4 corridor</li> <li>• Year 5 &amp; 6 corridor</li> </ul>
<b>Action</b>	<p>On hearing the alarm, each member of staff will calmly and quietly start putting measures in place to ensure that themselves and the pupils within their vicinity are kept safe and out of harm's way.</p>
<b>Outside – Field</b>	<p>The adult supervising the pupils on the field/sports area will carry out a 'dynamic risk assessment' and if they feel it is in the best interest of safety, he/she will decide whether it is safer for them and the pupils to return to the building or to get as far away from the building as they can and find somewhere to hide.</p> <p>If staff and students are on the field they should move into the woodland area if it is unsafe to return to the building.</p>
<b>Outside – Play Areas</b>	<p>All outside activities are to cease immediately, pupils and staff are required to return to the building if it is safe to do so.</p> <p>If it is <b>not safe</b>, they are to get as far away from the building as they can and find somewhere to hide</p>
<b>Inside</b>	<p>Once inside the school or in the classroom</p> <ul style="list-style-type: none"> <li>✓ External doors and shutters (if applicable) are locked if possible.</li> <li>✓ Internal classroom/room doors are locked or barricaded to prevent entry.</li> <li>✓ Windows are locked, blinds drawn, lights switched off.</li> <li>✓ Pupils and staff will hide quietly out of site and all mobile phones are placed on silent.</li> <li>✓ Staff and pupils remain in lockdown until it has been lifted verbally by the Head Teacher / Emergency Services.</li> <li>✓ Library, dining room / hall – disperse to the nearest lockable room and follow the instructions above.</li> <li>✓ Nursery and Reception classes – sit on the carpeted area away from the vision panel of the classroom door following the instructions above.</li> <li>✓ Kitchen – close servery shutter, lock doors and move to secure area.</li> </ul>
<b>Communication with internal and external personnel.</b>	<ul style="list-style-type: none"> <li>• The Head Teachers office will become our control room</li> <li>• Our Business Manager will be responsible for calling the emergency services then will continue to liaise with both external and internal personnel, keeping them abreast of what is happening.</li> <li>• Our School Administrator will monitor our CCTV and liaise directly with the control room and Head Teacher.</li> <li>• Once our Business Manager has spoken to the emergency services, she will arrange for an alert message to be sent out to all parents and carer's.</li> </ul>
<b>Communication between staff and the control room</b>	<p>Register taken/head count completed, any missing pupils communicated to the appointed control room via the school lockdown WhatsApp Group.</p> <p>During the lockdown, staff will keep agreed lines of communication open, via mobile telephones and the WhatsApp group where possible, but will not make unnecessary calls to the general office as this could delay more important communication.</p>

If the fire alarm sounds during the lockdown, nobody should evacuate unless they feel threatened by smoke or fire, as this may be set off deliberately by an intruder. In the event of a fire being discovered the emergency services should be informed

### Communicating with Parents and Guardians

School lockdown procedures, especially arrangements for communicating with parents will be routinely shared with parents by newsletter.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. This will be complete by sending an alert text message (Classcharts) out to all parents.

Within the alert text message, 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 his/her safety.
- do not need to 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 safe to 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. Please await further news from the school.'

### **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 that is dependent on the severity of the incident that has triggered the lockdown

## School Full Lockdown Room Plan

### CONFIDENTIAL INFORMATION

#### Management and Control

Nominated Person	Responsibility
Business Manager (Control Room)	Initial contact with emergency services/ Prepare and send text message (Class Charts) to parents
School Administrator	Monitor CCTV
Head Teacher	Pupil and staff welfare
Staff	Pupil safety

#### Signals

Partial Lockdown	Verbal communication
Full Lockdown	Air Horn is sounded
Signal for all clear	Given verbally by Head Teacher or Emergency Services

#### Lockdown plan per room or class

All entrance points to the school	If it is safe to do so, all efforts will be made to secure all external doors and shutters leading into the school.
School Office	<p>Staff members will take action to increase protection from further danger.</p> <ul style="list-style-type: none"> <li>If it is safe to do so, secure external and internal foyer doors.</li> <li>Lock office doors and reception vision glass sliding doors</li> <li>Close window blinds and if necessary, obscure any views into the office area.</li> <li>Office staff to move out of sight of door and/or reception desk window or move into the Control Room (Head Teachers Office)</li> <li>Turn off lights</li> </ul>
Nursery and Reception classes	<p>Staff members will take action to increase protection from further danger.</p> <ul style="list-style-type: none"> <li>Internal classroom doors are locked or barricaded to prevent entry.</li> <li>Windows are locked, blinds drawn, lights switched off.</li> <li>Sit on the carpeted area away from the vision of the classroom doors</li> <li>All mobile phones are switched off or placed on silent</li> <li>Staff and pupils remain in lockdown until it has been lifted verbally by the Head Teacher / Emergency Services.</li> </ul>
Year's 1 - 6	<p>Staff members will take action to increase protection from further danger.</p> <ul style="list-style-type: none"> <li>Internal classroom door is locked or barricaded to prevent entry.</li> <li>Windows are locked, blinds drawn, lights switched off.</li> <li>Pupils and staff will hide quietly out of site where possible.</li> <li>All mobile phones are switched off or placed on silent</li> <li>Staff and pupils remain in lockdown until it has been lifted verbally by the Head Teacher / Emergency Services.</li> </ul>
Library, dining room / hall	<ul style="list-style-type: none"> <li>Disperse to the nearest lockable room and follow the instructions above.</li> </ul>
Kitchen	<ul style="list-style-type: none"> <li>Close servery shutters, lock doors and move to a secure area.</li> </ul>

