

Lockington CE VC Primary School



Critical Incident - Lockdown Procedure

As part of our safeguarding and Health & Safety arrangements in school all staff and children need to be aware that in certain rare circumstances we may need to follow a 'lock down' procedure to ensure that all children, staff and visitors are safe and secure.

This procedure will be implemented where there may be serious or potentially serious risk to the school community such as:

- **Serious weather conditions**
- **A dangerous dog on site**
- **An intruder on site who may pose a risk**
- **A major fire or chemical spillage in the vicinity**

In addition to our normal site security arrangement in such circumstances it may be necessary to implement a PARTIAL or FULL LOCKDOWN.

The need to initiate such procedure and of such incidents will be minimised by the consistent implementation and operation of our day to day site security procedures by **all staff**.

PROCEDURES

The Headteacher or in her absence the school Admin Officer/Senior Teacher will take responsibility for managing the situation and communicating to staff and other external services or delegating this responsibility depending on the circumstances.

In the event of a lockdown staff will be kept informed by **TEXT**.

Effective communication of information and instructions to staff is key to the operation of this procedure.

It is impossible to predict circumstances which may require such action, the time of day, or the time of year. The age of the children will affect where the children are and how they are dispersed. Therefore detailed procedures cannot be laid down and staff need to understand that they may need to make a professional judgement in certain circumstances that is dictated by the need to protect the children in their care and themselves as effectively as possible. In doing so they may need to depart from the following general procedures but must be able to justify such actions.

INITIAL NOTIFICATION

Staff will be notified of PARTIAL Lockdown by the sounding of 3 SHARP WHISTLE BLASTS internally and externally. This is likely to be initiated by the head or senior staff but other staff may initiate the alert if senior staff cannot be consulted.

PARTIAL LOCKDOWN Immediate Action

- Staff will remain calm and will remind children to remain calm, be quiet and follow instructions.
- All staff, visitors and pupils must remain in the building.
- All outside activities must cease and staff must supervise the calm return to the building via the nearest safe entrance.
- All external doors and windows will be made secure once all staff and pupils have returned to the building, ensuring that if evacuation is required that all emergency exits are operational.
- No one is to be permitted to leave the building.
- Staff will be responsible for ensuring that all children with specific SEND are supported in such situations.
- Class registers, staff and visitor lists are checked with any missing visitors, staff or pupils reported to the office.
- Free movement is allowed in the building and as far as possible normal activities should continue.

Once all pupils, staff and visitors are safe the senior staff will conduct an ongoing risk assessment and inform all supervising staff of the next steps by direct contact.

Staff should then await further instructions.

If required the **Emergency Services and the LA Critical Incident Team should be contacted (01482 392999).**

FULL LOCKDOWN Immediate Action

Staff will be notified of FULL Lockdown by the sounding of 6 SHARP WHISTLE BLASTS internally and externally.

This signifies an immediate threat and could be an escalation of partial lockdown or a new danger. **The following measures must be taken unless the developing situation requires staff decisions to take alternative actions in the interests of the immediate safety of children and staff.**

In brief the CLOSE procedure will be followed:

- **Close all windows and doors.**
- **Lock all windows and doors.**
- **Remain out of sight and minimise movement.**
- **Stay silent and avoid drawing attention to yourself and others.**
- **Endure. Be aware that you may be there for some time.**

In detail:

- All pupils, staff and visitors must remain in the building.
- If possible, administrative staff should remain in the office area.
- All outside activities must cease and staff must supervise the calm return to the building via the nearest safe entrance.
- All external doors and windows will be made secure once all staff and pupils have returned to the building, ensuring that if evacuation is required that all emergency exits are operational.
- No one is to be permitted to leave the building.
- Staff will be responsible for ensuring that all children with specific SEND are supported in such situations.
- Blinds to be closed.
- Classroom doors where possible are to be closed and if needed barricaded.
- Class registers, staff and visitor lists are checked with any missing visitors, staff or pupils reported to the office, if possible.
- Pupils are to sit quietly out of sight as much as is possible.
- Lights, whiteboards and class computers/tablets should be turned OFF.

- If possible, staff laptops, tablets or PCs should remain on to receive internal communications.
- **Emergency Services and the LA Critical Incident Team should be contacted (01482 392999).**
- **Staff await further instructions.**
- Staff and children remain in lockdown until it has been lifted by the agreed signal.

SUSPENSION OF LOCKDOWN

If a decision has been made to suspend the partial or full lockdown **staff will be informed verbally** by the responsible person.

If moving from full to partial lockdown staff will be made aware of this level of de-escalation in the most appropriate way depending on the circumstances.

INTRUDER IN THE BUILDING

If an intruder has entered the building alternative procedure may need to be made on the spot and children and staff will be directed to the nearest classroom or secured space.

COMMUNICATION WITH PARENTS

Parents will, if possible be alerted to FULL LOCKDOWNS by text/email as soon as is practicable. They will be reminded not to contact the school or come to the school as this would inhibit the work of the emergency services. They will be reassured and asked to await further information or advice.

LOCKDOWN PRACTICE AND SIMULATION

The PARTIAL LOCKDOWN procedure will be practiced each term at different times of day each time and any improvements to the procedure actioned immediately.

Consideration will be given to the escalation to the FULL LOCKDOWN procedure at one yearly practice.

SLT and other appropriate staff will test the above procedures against a number of varied scenarios in order to identify any site specific issues that require further development of the procedures.

Procedure May 2019