

# BAGINTON FIELDS SCHOOL



## LOCKDOWN PROCEDURE

**“Lockdown”** refers to securing the school building in response to an 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 students, staff and visitors. 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)
- A major fire in the vicinity of the school

### ***Aims of this procedure***

- To provide a safe and secure environment for our students, staff and visitors.
- To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

### ***All staff and visitors***

It is of vital importance that the school’s lockdown procedures are familiar to members of the senior leadership team, teaching staff, non-teaching staff and visitors. To achieve this, a lockdown drill will be undertaken at least once a year. Depending on their understanding, students should also be aware of the plan. Regular practices will increase their familiarity of what action they need to take and when.

### ***Parents***

Parents should know that the school has a lockdown procedure, and a copy will be placed on the school website. If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as students will not be released to parents during lockdown. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open.

Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents. Parents /carers can be assured that the overriding consideration is the safety and well-being of students and school personnel in the event of a lockdown.

## **Lockdown procedures:**

### **Partial Lockdown**

The following procedures should be followed when the threat is **outside** the school.

#### **Alert to staff**

Using the school tannoy to all classrooms state clearly and repeat announcement several times '**Partial lockdown**'.  
DO NOT USE CODES.

#### **Immediate action**

- Exterior perimeter doors/gates **ARE TO BE LOCKED**.
- All outside activity to cease immediately, students and staff return to building.
- All staff and students **MUST** remain inside.
- Senior staff will conduct an ongoing risk assessment based on advice from the emergency services.
- Teachers should take attendance of students in each classroom and prepare a list of missing and extra students in the room.
- If the fire buzzer sounds **staff and students** to leave the building and go to designated fire assembly points.  
Staff / students **DO NOT** leave the school site until the "**all clear**" tannoy announcement.

### **Full Lockdown**

The following procedures should be followed when the threat or intruder is **inside** the school building / perimeter.

#### **Alert to staff**

Using the school tannoy to all classrooms state clearly and repeat announcement several times '**Full lockdown**'.  
DO NOT USE CODES.

#### **Immediate action**

- Exterior doors/gates **ARE NOT** to be locked.
- All students / staff to return to their classrooms immediately.
- Classroom doors are locked (where possible).
- Windows to be locked, blinds drawn, pupils are to sit quietly out of sight (e.g. under desks or around a corner and away from windows.)
- Teachers should take attendance of students in each classroom and prepare a list of missing and extra students in the room.
- Internal buzzer including the fire alarm buzzer will be **DISABLED**.
- **IGNORE** any fire alarm activation, as the school will not be evacuated using this method.
- Staff / students **DO NOT** leave the building until the "**all clear**" by tannoy announcement.
- Staff / students **DO NOT** respond to anyone at the door until "all clear" is announced.