

Pye Bank CE Primary Lockdown Policy 2017-18

1. Introduction

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 across 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);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose.

This policy will detail -

- How to raise the alarm in an emergency;
- Other means of internal communications - messenger, two-way radios, mobile phone, internal e-mail, texts etc;
- School site plan eg the layout of buildings and their proximity to one another.

2. Procedures

- Staff will be alerted to the activation of the lockdown procedure plan in two ways.

Either:

- through 5 short bursts of the school bell followed by a longer ring and an email to all internal emails. (The internal group Lockdown email would include the Chair of Governors)
- or
- through verbal communication by senior staff if a bell is not appropriate and an email to all internal emails. (The internal group Lockdown email would include the Chair of Governors)

(The Lockdown Group Email will be set up on the Business Manager's, the Headteacher's and the Deputy Headteacher's accounts and will only be valid if received from them.)

When the signal is given and Lockdown procedure is invoked:

All staff ensure the following:

- Pupils who are outside of the school buildings will be brought inside as quickly as possible if safe to do so.
- If it were break time or lunch time pupils who were outside would be immediately brought inside to classrooms, unless alternative instructions were given.
- If it were lunchtime, pupils in the lunch room would be immediately returned to class, if safe to do so and unless alternative instructions were given.
- Lunchtime staff to return to their classrooms
- Those inside the school building should remain in their classrooms.
- Any pupils who were out of the class, either individually or in a small group enter the nearest classroom, with the closest adult taking responsibility for them.

- Adults who may be in the school building without children would remain in the room they are in until the all clear signal is given.
- All external doors and, as necessary and if safe, windows will be locked
- Internal classroom doors would be locked initially by the adult within the room and double checked by a senior leader or Lockdown warden at the first opportunity.
- The adult within the room would, if safe to do so, draw the blinds.
- Once in lockdown mode, staff should immediately check all pupils are accounted for and notify the office immediately by email (enquiries@pyebank.sheffield.sch.uk and headteacher@pyebank.sheffield.sch.uk) from their computer or by classroom phone to confirm if all pupils are accounted for or to inform of any pupils not accounted for, if safe to do so. *A class list is available at all times in the classroom.*
- If additional children, from other classrooms enter a classroom the adults would alert the office in the same way as in the previous bullet point.
- Senior Leaders and/or Lockdown wardens would instigate an immediate search for any missing pupils if safe to do so.
- Staff should encourage the pupils to keep calm and remain quiet. If possible pupils told to move to being out of sight- for example in a classroom asked to sit under the tables.
- If staff have their own mobile phones to hand these can be used as an alternative to the communications outlined above if safer to use. Texts to the headteacher or School Business Manager can be made.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded.
- If emergency services attend the incident all instructions given by them will be followed.
- Once in Lockdown staff should await further instructions.
- When a Lockdown situation is over one long all clear buzzer will be sounded followed by a check in by a senior leader.
- If there is an immediate risk of harm and an intruder on the premises ALL staff and leaders need to find the safest place to be rather than continue Lockdown duties.
- At any point during the lockdown, the fire alarm may sound, if this happens it will be followed by an email alert, verbal communication or radio call to confirm legitimacy and confirm its cue to evacuate the building.

School leaders and identified Lockdown Wardens

- Aim to pick up your mobile phones and two way radio on hearing or prior to sounding a Lockdown signal. (Two way radios are carried within school by the Headteacher, Deputy Headteacher, Business Manager, Foundation Stage Leader and Site Managers)
- Based on the threat either ring the bell in the agreed way (see above) or spread out across the school in an agreed way and advise verbally of lockdown.
- External doors will be immediately locked. Classroom doors locked (where a member of staff with key is present); Senior leaders will lock the main corridors where possible and will then retreat to locked offices themselves.
- If not all leaders are available give instructions and information on two way radios in a calm and brief way.
- As appropriate and identified by the most senior person available at the time, a member of Senior Staff (Headteacher, Deputy Headteacher or Business manager) should establish communication with the Emergency Services as soon as possible, explaining the risk.
- ***If safe to do so*** senior staff and Lockdown wardens aim to locate any children who may be out of classrooms and on their own in corridors etc. Place children into the nearest classroom or safe place, ideally with another adult to supervise.
- If necessary, parents should be notified as soon as it is practicable to do so via the school established communications system.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded;
- If a Lockdown situation is resolved one long all clear buzzer will be sounded.

- If there is an immediate risk of harm and an intruder on the premises ALL staff and leaders need to find the safest place to be rather than continue Lockdown duties.

It is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, school management, administrative staff, teaching staff and non-teaching staff. To achieve this, the lockdown procedure is gone through once a term with staff and pupils.

Parents too should know that the school has a lockdown plan, and a copy should be placed on the school's website.

A short checklist/overview is also displayed with each fire safety procedures overview.

There is a twice yearly review of the procedures by SLT who discuss the procedures against various scenarios.

All situations are different. Once all staff and students are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the emergency services. This can then be communicated to staff and students.

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.

3. Communication

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

Examples of discreet communication channels might be:

- Where staff have access to an internal e-mail system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means eg laptop, smartphone or tablet.
- The classroom phone can be used if safe to do so
- Two Way radios are used by senior staff, although not fully secure, so any information given on them should be brief.
- Use of texts to Headteacher or Business Manager
- Use of mobile phone to talk to senior leaders or emergency services.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, should be routinely shared with parents either by newsletter or via the school website.

In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety. This decision is made by senior staff depending upon circumstances and advice from Emergency Services.

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 for them to come and collect their children, and where this will be from.

Communication with parents should reassure parents 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 that the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out.

4. 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. Emergency Services will support the decision of the Head teacher regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friend and family outside of the cordoned area.

Further Information/Contacts

Mrs Maureen Andrews Headteacher

Mrs Karen Stanley School Business Manager

Mr Steve Chew Chair of Governors

All contactable at the school on 0114 276 0472