



Lockdown Policy

November 2018

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Review Date: November 2019

Lockdown Guidance and Procedures

There is a wide variety of scenarios which may trigger a school's lock down procedures. Some examples may include:

- 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 or other dangerous animal

Schools may find it helpful to incorporate the following key principles:

- Staff are alerted to the activation of the plan by a recognised signal, audible throughout the school
- Pupils who are outside of the school buildings are brought inside as quickly as possible
- Those inside the school should remain in their classrooms
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing)
- Staff should encourage the pupils to keep calm
- As appropriate, the school should establish communication with the Emergency Services as soon as possible
- The Local Authority should be notified
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system; however, parents are not permitted to collect their children during a lock down procedure.
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Staff should await further instructions
- It is of vital importance that the school's lockdown procedures are familiar to members of the SLT, school administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity). Parents too should know that the school has a lockdown plan, and a copy should be placed on the school's website.

It is also be good practice to:

1. Conduct a number of table top exercises with the senior management team to test the procedures against various scenarios
2. Rehearse lockdown arrangements with all staff and pupils
3. Display lockdown drill information in every classroom alongside information relating to fire drills

Wimborne First School Lockdown Arrangements

The school has two levels of Lockdown - PARTIAL and FULL.

- Partial Lockdown: 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. **(Office staff will remain in the school office during partial lockdown.)** It may also be as a result of a warning being received regarding the risk of air pollution, etc. Partial lockdown is a precautionary measure which ensures that the school is in a state of readiness should a situation escalate, whilst also enabling a degree of normality to continue. **The school will contact the police immediately and DCC Safeguarding after the risk has passed.**
- Full Lockdown: This signifies an immediate threat to the school and may be an escalation of a partial lockdown. **(Office staff move to the Headteacher's office for a full lockdown.)** There is no attempt to continue normal business inside the school building and no movement around the school unless absolutely necessary and in response to changing circumstances. **The school will contact the police immediately and DCC Safeguarding after the risk has passed, ensuring that an incident form has been completed.**

Appendix 1

Contact Nos.

AREA OF SCHOOL	NO.
Headteacher	300
Finance officer	301
School Office (Amanda)	302
Assistant Head	303
Site Manager	304
Y4	305
ICT/Y3	306
YR	307
Y1	308
Rabbits Class	309
Admin (Shona)	310
Inclusion Leader	311
Art Cabin/ First Aid	313
Spare phone in Headteacher office	314
Staff Room	315

Partial Lockdown procedures:

Alert to staff: Once the Headteacher has decided to instigate a partial lockdown, the office staff will:

1. Call the Site Manager to ensure that **the electronic bell is rung in three short blasts to signal to all staff and children the Partial Lockdown status.** (If the Site Manager is not 'on site' a member of the office staff will activate the bell.)
2. Contact the Local Authority and Emergency Services (probably Police).

Immediate action:

- All outside activity to cease immediately; pupils and staff return to the main building closing doors behind them. With the exception of the Paddock & Forest School when a dynamic risk assessment will be carried out and it to be decided whether to head for the Art cabin, Kindergarten, away from school or back into school.
- Site Manager will walk around the outside perimeter of the school and ensure that any staff and children working outside are alerted to the partial lockdown status.
- If it is break time, Senior Staff will move quickly through the playground instructing all staff and children to move indoors.
- All staff and pupils remain in building and external doors and windows locked.
- Site Manager if on site, Office Staff and Headteacher will walk through the school and ensure that all external doors are closed. (Site manager will check EYFS/KS1 whilst checking perimeter). All doors, once shut, cannot be opened from the outside.
- Free movement will be permitted within the building unless circumstances are such that this is not possible.
- There will be no movement across the two buildings by children or staff once the designated initial check has been carried out.
- If you are in the Paddock or Forest School you will be contacted by walkie talkie. At which time you should conduct a dynamic risk assessment. Safe Havens include the Art Cabin and Kindergarten. If neither of these are possible you should exit the area via the Scout Hut Gate (a key is attached to the paddock key ring). At which time you must escort the children to the nearest available safe place. This could be the Royal British Legion, or the Tivoli.
- All situations are different, once all staff and pupils are safely inside; senior staff will conduct an ongoing and dynamic risk assessment based on advice from Local Authority and Emergency Services and changing circumstances.
- Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown procedures:

Alert to staff: Once the Headteacher has decided to instigate a full lockdown, the office staff will:

1. Call the Site Manager to ensure that **the electronic bell is rung in two short blasts to signal to all staff and children the Full Lockdown status** and can assist with the locking process. (If the Site Manager is not 'on site' a member of the office staff will activate the bell.)
2. Contact the Local Authority and Emergency Services (probably Police).

Immediate action:

- Office staff will move into the Head's office which can be locked from the inside but which will still enable communication with the rest of the school and emergency services.
- All pupils and staff return immediately to their classrooms if appropriate or, if there is a risk associated with accessing any particular classroom, go into another nearby room.
- Anybody using the Paddock or Forest School will carry out a Dynamic Risk Assessment and determine the best course of action. Either return to school, go in the Art Cabin, Go to Kindergarten or leave the area completely via the Scout Hut Gate. (a key to the padlock is attached to the Paddock Key ring).
- Site Manager and Headteacher (or member of SLT) will walk through the school and ensure that all external doors are closed. Most of the external doors, once shut, cannot be opened from the outside. The main entrance into the school will also be locked.
- Classroom doors locked where this is possible. Classroom windows will be locked and blinds will be drawn.
- Pupils sit together, quietly and out of sight as much as possible (e.g. under desk or around a corner)
- Each teacher to do a head count of the children in their class. If this suggests that not all children are accounted for, take a register (using class list or Sims). Call through to the HT's office **ONLY IF A CHILD IS MISSING** (call 300). HT and Emergency Services should be made aware of any children not accounted for; staff should not search for a missing child unless it is certain where that child is, the location is nearby and there is no apparent risk in that vicinity.
- Staff should avoid making unnecessary calls to the central office as this could delay more vital communication.
- School remains in full lockdown until it is lifted by a senior member of staff. The lifting of full lockdown - or the downgrading to partial lockdown - will initially be shared via the telephone system or in person.
- At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building. All staff and children to make their way to the normal evacuation point in Redcotts park, a decision will then be made if we need to move to Allenbourn Middle School.

Communication between parents and the school

- School lockdown procedures, especially arrangements for communicating with parents, will be on the school website and parents will be signposted to this information periodically in routine communication such as newsletters.
- In the event of a full lockdown, the incident or development will be communicated to parents as soon as is practicable. Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.
- The office staff, once secure themselves and have instigated all other processes outlined above, will send a text message via the text system stating: *' The school has gone into full lockdown. This is because. . . Every effort is being taken to keep the children safe. During this period, the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out. Do not contact the school as this will tie up emergency telephone communications. Do not come to the school as your child cannot be released to you. Wait for the school to contact you when it is safe to come and collect your children.'*
- 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.