

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 recognised signals, audible throughout the school
- Pupils who are outside of the school building are brought inside as quickly as possible
- Those inside the school should remain in their classrooms
- Any doors or windows that can be locked by staff in the immediate vicinity to do so.
- 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 via the appropriate number
- If necessary, parents should be notified as soon as it is practicable to do so via the school's communication 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 SMT, 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 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 drill

Recommended that a school has two levels of Lockdown – **PARTIAL** and **FULL**.

- **Partial Lockdown:** This may be 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. 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.
- **Full Lockdown:** This signifies an immediate threat to the school and may be an escalation of a partial lockdown. There is not attempt to continue normal business inside the school building and no movement around the school unless absolutely necessary and in response to changing circumstances.

Partial Lockdown procedures:

Alert to staff:

- Once HT/SMT has decided to instigate a partial lockdown, the school loudspeaker system is used to signal a partial lockdown.
- HT/SMT arranges for the Premises Manager to be contacted by radio so that he is aware of the partial lockdown status.
- HT/SMT will Contact the Local Authority and Emergency Services (probably Police).
- HT/SMT to arrange a short, internal email to all staff advising of the situation; all teachers during partial lockdown should be logged into their email system as this will be a discrete tool for circulating non urgent information.

Immediate action:

- All outside activity to cease immediately; pupils and staff return to the main building closing doors behind them.
- HT/SMT 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/lunch time the school will firstly decide if the instigation of partial lockdown can be delayed until the end of break; this will help to avoid confusion. However, if it must be instigated during one of these times, the loudspeaker will ask children to move - Senior Staff will move quickly through the playground instructing all staff and children to move indoors to their form bases.

- All staff and pupils remain in building windows locked. Premises team to lock small gate and main reception.
- Free movement will be permitted within the building unless circumstances are such that this is not possible.
- 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:

- Once HT/SMT has decided to instigate a full lockdown, the school loudspeaker system is used to signal a full lockdown.
- HT/SMT arranges for the Premises Manager to be contacted by radio so that he is aware of the full lockdown status the Site Manager to ensure that he is aware of the full lockdown status.
- HT/SMT will Contact the Local Authority and Emergency Services (probably Police).
- HT/SMT to arrange a short, internal email to all staff advising of the situation; all teachers during full lockdown should be logged into their email system as this will be a discrete tool for circulating non urgent information.

Immediate action:

- Non-teaching staff to move into pre-arranged areas in each building. – St. Joe's - Training Room, Main Building – Maths Office, Science Labs – Science Office, St Julie's – Medical Room, Tech Block, History Block, OLC – OLC, Oakbrook/Link Block – HH Office which will still enable communication with the rest of the school and emergency services.
- Student Support Room – Pastoral Managers to escort students and staff in SSR into pastoral office, lock the door internally and to seat them as out of site as possible and blinds drawn where possible. One of the pastoral managers will lock the door to the St. Julie's meeting room next to pastoral manager's office.
- All pupils and staff return/stay in their classrooms or, if there is a risk associated with accessing any particular classroom, go into another nearby room.

- Sixth Form students in OLC study areas are to remain there during the lockdown.
- Sixth Form Students in Common Room or Sixth Form Work Room to move immediately to the Large Parlour in Oakbrook. Head of Sixth Form, Assistant Head of Sixth Form, Sixth Form Pastoral Manager if in Oakbrook to go to the large parlour to supervise lockdown procedures in there.
- Teaching staff on a non-contact period if you are able to internally lock your door or office/department area then do so. If not move to another colleague's room.
- PE Classes to be escorted to the Sports Hall or Gym whichever is the closest.
- If a full lockdown is instigated during morning break students to be instructed by duty staff to go to their form room. If at lunchtime students to be instructed to go to their form room. If an area of school is known to be a risk SMT to conduct dynamic risk assessment and consider alternative venues such as the Sports Hall, Chapel, OLC. Speaker system to be used to communicate this information.
- HT/SMT will walk around through the school site/grounds and ensure that any staff and children working outside have been alerted to the full lockdown status. SMT members have been allocated key outside areas to alert staff and students who are working outside to move indoors and may not have heard the announcement.
- PE Classes to be escorted to the Sports Hall or Gym.
- Classroom doors locked where this is possible. Classroom windows will be locked or closed where possible and blinds will be drawn. Door Wedges and Tables can also be used.
- Pupils sit together, quietly and out of sight as much as possible (e.g. under desk)
- Each teacher to do a head count of the children in their class. If this suggests some children are missing do a register and alert student reception to their names by email.
- 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 not apparent risk to that vicinity.
- Staff should avoid making unnecessary calls/emails 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 – via the loudspeaker system.

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 the full lockdown, the incident or development will be communicated to parents as soon as is practicable through website/keepkidssafe/text. Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.
- Guidelines for what information to send home. '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. 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 child'.
- 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.
- Once we have been advised by emergency services we will communicate with the school community via the loud speaker system that the lockdown is lifted. Staff to stay in rooms with students until advised by internal email on how student movement will proceed.
- Following advice from emergency services we will make parents aware of the lifting of lockdown via our website, keepkidssafe and text system.