



## Lockdown Policy & Procedures

### 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 in the 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

### **The school's lockdown plan is as follows:**

- Staff will be alerted to the activation of the plan via the electronic lockdown alarm or verbally by an authorised staff member.
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others.
- 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/bolted)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via 'walkie-talkie' (and instigate an immediate search for anyone missing if possible)
- Staff should encourage the pupils to keep calm and quiet.
- As appropriate, the school office will establish communication with the Emergency Services
- The school office will notify Nichola Gardner at The Warriner School
- Parents will be notified as soon as it is practicable to do so via text messaging or parent mail.
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate one of the buildings, the fire alarm will be sounded and key staff in the other building will be notified by 'walkie-talkie' so they can activate the alarm on their side.

## Sibford Gower Endowed Primary School

It is of vital importance that the school's lockdown procedures are familiar to all members of the school 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).

Within the school's Lockdown plan there are 2 Levels

### **Level 2 Lockdown**

#### **Alert to staff: 'Partial lockdown'**

Staff will be alerted via the electronic lockdown alarm or verbally by an authorised staff member. 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. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

#### **Immediate action:**

- All outside activity to cease immediately, pupils and staff return to building. Duty staff at break times will be alerted via 'walkie-talkie' and/or verbally by an authorised staff member.
- All staff and pupils remain in building and external doors and windows locked
- Register taken/head count
- Free movement may be permitted within the building but, dependent upon circumstances, may be supervised by a member of staff
- Be ready to escalate to Level 1 Lockdown.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents/windows 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.

### **Level 1 Lockdown**

#### **Alert to staff: 'Full lockdown'**

Staff will be alerted via the electronic lockdown alarm or verbally by an authorised staff member. This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

#### **Immediate action:**

- All outside activity to cease immediately, pupils and staff return to building.
- All staff and pupils remain in building and external doors and windows locked
- All pupils return to classroom
- External doors locked. Classroom doors locked/bolted
- Windows locked, blinds drawn, pupils sit **quietly** away from windows

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- Register taken/head count - in addition to 'walkie-talkies' class teachers to ensure that their work email is open on their laptops/PCs for external /cross school communication in the event that 'radio silence' seems advisable. The office will contact each class in turn for an attendance report.
- Staff and pupils remain in lock down until it has been lifted by an authorised staff member/emergency services.
- During the lockdown, staff will keep agreed lines of communication open but will not make unnecessary calls to the central office as this could delay more important communication.

### **Communication between parents and the school**

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

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

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 you to come get their children, and where this will be from.

Parents will be told

***'..the school is in a full lockdown situation. During this period the phones and entrances will be un-manned, external doors locked and nobody allowed in or out...'***

### **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 Headteacher with regard to the timing of communication to parents.

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