



LOCKDOWN POLICY / PROCEDURE

Introduction and Context

Whilst there is no statutory requirement for a lockdown policy or procedure, schools can choose to have one if they feel that it would help them to manage risks.

The decision on whether to have a policy, and how comprehensive the procedures need to be, should be based on whether the school feels it is at high risk of a scenario where a lockdown would be necessary. This decision should be based upon the knowledge of the school and whether the policy would be beneficial to pupils and staff.

A lockdown procedure can be quite simple and short. It can be included as part of the school's policy on emergency planning or evacuations.

The school insurance company has no specific requirement for a lockdown policy but that a school should have one if it feels necessary.

A lockdown may be activated in response to situations including

- An incident or civil disturbance in the local community which poses a risk to the school
- An intruder on the site
- Local risk of air pollution, such as a smoke plume or gas cloud
- A major fire in the vicinity of the school
- A dangerous dog roaming loose

A generic lockdown plan from the LA would not be possible due to the unique circumstances of each school. A school's plan should take into account the available means of communication, site layout and geographical location.

Lockdown Procedures at Kexborough Primary School

- Staff will be alerted through a recognised signal which is audible throughout school. This will be through the use of airhorns.
- Pupils outside the building should be brought into the school building as quickly as possible.
- Those inside school should remain in classrooms.
- All external doors and, as necessary, windows are locked.
- Registers should be completed immediately.
- Once in lockdown mode staff should notify the office immediately of pupils not accounted for and a search will be instigated for any missing children.
- Teachers should immediately open e-mail as this will be used as a form of communication through a lockdown
- Staff should ensure pupils stay calm.
- As appropriate, the school should establish communication with the Emergency Services as soon as possible.

Types of lockdown

There are two forms of lockdown which could be instigated at school

- 1) Partial lockdown
- 2) Full lockdown

These are defined as such

Partial lockdown	A precautionary measure which puts the school in a state of readiness (whilst retaining a degree of normality)
Full lockdown	Where there is an immediate threat to children, staff and school. This may be an escalation of a partial lockdown.

Partial Lockdown

- All outdoor activity should cease.
- All staff and pupils to remain in building and external doors and windows locked.
- Free movement within the building may be allowed (dependent upon circumstances)
- A dynamic risk assessment will be completed by SLT
- Emergency services will advise as to the best course of action with a prevailing threat.

Full Lockdown

- All outdoor activity should cease
- All staff and pupils return to class (or an agreed base)

- External and internal doors and windows locked, blinds drawn and pupils sat quietly out of sight.
- Office / SLT will contact each class for attendance
- Staff and children remain in lockdown until lifted by SLT / Emergency Services
- The fire bell is a cue to evacuate
- Emails should remain as an agreed line of communication and there should be no unnecessary calls to the office.

ROLES AND RESPONSIBILITIES DURING LOCKDOWN

Headteacher	Office Staff	Caretaker	Class teacher	Teaching Assistants
Determine need for and level of lockdown required, working with other services (as appropriate)	Communication with staff regarding registers Communication with parents, as necessary	Lock front gates (if safe to do so) Support office staff as necessary.	Follow lockdown procedures Complete register and inform as laid out in procedures Ensure doors and windows are locked in line with partial / full procedure	Follow lockdown procedures Complete register and inform as laid out in procedures Ensure doors and windows are locked in line with partial / full procedure
Continuous communication with staff around actions.				
Continuous communication with emergency services, as necessary				
Completion of dynamic risk assessments, as dictated by situation.				
Decide when to lift lockdown.				

LINES OF COMMUNICATION

FS1	Internal telephone 204 (Kitchen)
FS2	Internal telephone 209 (Classroom)
KS1	Internal telephone 208 (Y2 Classroom) 206 (PPA Room)
KS2	Internal telephone 207 (HT Office) 205 (ICT Suite)
Office	Internal telephone JM 201 / JC 202

Email All teaching staff should immediately open emails and keep laptop with them

Text Text messages to personal numbers may also be used. It is not a requirement to have your phone with you.

Lockdown drills

It is vital that these procedures are familiar to staff, children and parents / carers to ensure that, in the extremely rare cases a lockdown is needed, a lockdown runs smoothly.

The school will conduct a lockdown drill at least once a year.

Depending upon the age of the pupils they should be made aware of the plan at a level appropriate to them.

Parents / carers should know about the plan and a copy placed on the website.

COMMUNICATION WITH PARENTS / CARERS

In order to ensure that lockdown procedures run smoothly it is vital that they have been shared with parents / carers. A letter will be sent to parents explaining the lockdown policies and procedures to ensure that they are informed of why the policy is in place and what to do if a lockdown is ever instigated.

Parents / carers will be informed that during a lockdown

- Pupils will not be released from school
- They should not attempt to contact school as this will jam essential communication lines
- They should not attempt to come to school as this could interfere with emergency providers access to school and may put themselves / others in unnecessary danger.
- School will communicate developments as soon as practicable to alleviate undue anxiety

During a lockdown

If necessary, communication with parents and carers will be through the school text messaging system.

Parents / carers will receive this message initially

“The school is in a partial / full lockdown situation. During this time the phones and entrances will be unmanned, external doors locked and nobody allowed in or out.”

During the lockdown parents / carers will be provided with enough information so that they will feel reassured that the school understands and shares their concern for their child’s welfare and are doing everything possible to ensure they are safe.

Immediately after a lockdown

Parents / carers will be contacted to say that the lockdown has been lifted and to advise on following actions.

After a lockdown

A letter will be sent home on the nearest possible day following and serious incident. This will inform parents of the context of any lockdown and encourage them to reinforce the importance of following procedures in these rare circumstances.