

MILLWOOD SCHOOL, BURY

POLICY: LOCKDOWN POLICY

DATE: MARCH 2017

DATE ADOPTED BY GOVERNING BODY: .....

## **Rationale**

On very rare occasions it may be necessary to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

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
- A bomb threat (please see [Emergency Planning Procedures](#) for further information)

## **NaCTSO (National Counter Terrorism Security Office) \*\*Guidance\*\***

In January 2016, NaCTSO provided advice to leaders of schools and other Educational Establishments for Reviewing Protective Security. This guidance has been used to inform the following procedures.

<https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>

## Lock Down Plan

Staff will be notified that lock down procedures are to immediately take place on seeing a large red flag being waved and hearing short bursts of air horns sounded at the end of each wing and in the reception area ( kept in Headteachers office, in each line managers office and in the theatre for After School Club) The internal phone system will also be used by office staff who will inform adults by stating ' ATTENTION LOCK DOWN'. \*777 will enable pager system to be used

Procedures:

1. These visual and auditory signals will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible and the locking of all outside doors and windows.
2. At the given signal the children will remain in the room they are in and the staff will ensure that all windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Roller blinds to be closed.
3. Front office staff to ensure that their windows are locked, roller blinds are closed, shutters are closed. Office staff to contact emergency services and Bury Council Emergency Control Room called if necessary
4. Front office staff will guide any visitors waiting in reception into a safe area: small or large meeting room or one of the toilets in reception.
5. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets.
6. Roll call to be undertaken in class using emergency evacuation registers in class fire bags.
7. Lock Down grab sheet to be followed
8. Any missing children must be reported to senior staff as to when last seen and possible areas to search. Date of time and notification of a missing child/ children should be recorded. If practicable staff should notify the front office by phone of those children not accounted for.
9. **NO ONE SHOULD MOVE ABOUT THE SCHOOL**
10. Staff to support children in keeping calm and quiet.

11. **INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN-Office team will send a lock down text message to staff, parents who are mid days and cleaners who arrive during the day.**
12. Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team, Office team, Chair or acting Chair of Governors or emergency service(s) in person or via the pager system that there is an all clear
13. **CMT to undertake dynamic risk assessment during any lockdown/critical incident - children are priority.**
14. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.
15. Crisis management team to meet and follow **Emergency Planning Procedures.**

**During and following a Lock Down, the use of Social Network sites e.g. Facebook and Twitter during the school day is strictly prohibited until the Headteacher or a member of the crisis management team informs staff differently.**

### **Communication with parents**

If necessary parents and carers will be notified as soon as it is practical to do so via the school's established communication network -text to parents.

Parents will be told

***‘.Millwood School is in lockdown. During this period the office phones and entrances will be un-manned, external doors are locked and nobody is allowed in or out...’***

Depending on the type and severity of the incident, parents and carers/school and college transport may be asked NOT to collect children from school as it may put them and their child at risk. Pupils will not be released to parents/carers/school and college transport during a lock down. Parents/carers will be asked not to call school as this may tie up emergency lines. If the end of the day is extended due to the lock down, parents/carers/school and college transport will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services. A letter to parents/carers will be sent home at the nearest possible day following any

serious incident to inform them of the context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Emergency Services**

Lines of communication with Emergency Services will be kept open 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 regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Bury Council Emergency Planning team has the capacity to provide humanitarian assistance by establishing a

Reception Centre for friend and family outside of the cordoned area.

### **Partial Lockdown**

**Alert to staff:** '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. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Staff will be notified that partial lock down procedures are to immediately take place on seeing a large red flag being waved and hearing short bursts of air horns sounded at the end of each wing and in the reception area (kept in Headteachers office, in each line managers office and in the theatre for After School Club kept in) The internal phone system will also be used by office staff who will inform adults by stating ' ATTENTION PARTIAL LOCK DOWN' \*777 will enable pager system to be used.

### **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  
Movement may permitted within the building dependent upon

Circumstances but this must be supervised by a member of staff (SMT)  
 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.

### Lockdown drills

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of procedures will take place and shared with staff so improvements can be made.

### Conclusion

The lockdown will be dealt with calmly, efficiently and effectively and with as little disruption as possible to pupils' education. The safety of all will be paramount. This policy must be read in conjunction with all other school policies that refer to the care, safety and welfare of children

### Lock Down Grab Sheet

Signals	
Signal for lockdown	Short bursts from air horn Telephone call from office team with message "Attention Lock Down" Red flags as a visual alert
Signal for all-clear	Verbally from designated person.

Lockdown	
Rooms most suitable for lockdown	All classes to remain in their own classrooms
Entrance points (e.g. doors, windows) which should be secured	External doors Fire Doors Internal doors All windows

<b>Communication arrangements</b>	<b>Classroom telephones</b> <b>Text to parents</b> <b>Mobile telephones (not for social media)</b>
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<b>Initial response - lockdown</b>	<b>Tick / sign / time</b>
<b>Ensure all pupils are inside the school building.</b> <b>Class teachers are responsible for own class.</b>	
<b>Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building</b>	
<b>Dial 999. Dial once for each emergency service that you require</b>	
<b>Ensure people take action to increase protection from attack:</b> <b>Block access points (e.g. move furniture to obstruct doorways)</b> <b>Sit on the floor, under tables or against a wall</b> <b>Keep out of sight</b> <b>Draw curtains / blinds</b> <b>Turn off lights</b> <b>Stay away from windows and doors</b> <b>Staff to support children in keeping calm and quiet</b>	
<b>Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access</b>	
<b>If possible, check for missing / injured pupils, staff and visitors.</b>	
<b>Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services</b>	

