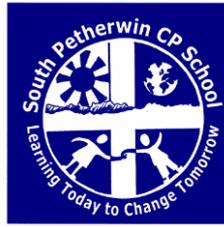


South Petherwin School



Lockdown Procedures

South Petherwin School has adopted the NAHT Guidance and Advice whereby schools are recommended to implement a lock down procedure in the event of an identified and urgent risk. This procedure has been endorsed by governors and will be shared with parents and children.

An introduction

Lockdown procedures enable a school to close down and protect itself and those within it from an identified and urgent risk very quickly, such as the following:

- An intruder on the school's site or nearby
- A local incident, such as a civil disturbance or risk of air pollution
- A fire adjacent to the school
- A dangerous dog or another animal which is nearby
- A firearms or weapons attack.

Lockdown is the ability to restrict access quickly, prevent staff and pupils from moving towards danger, or frustrate or delay the identified risk from entering the school.

There is no statutory requirement to have a lockdown policy or procedures. However, at South Petherwin School, we believe that considering the need for such procedures is a sensible and proportionate response to any potential threat to the safety of staff and pupils at the school.

South Petherwin School's Lockdown Plan

Theresa Mills is the designated member of staff who is known as the 'lockdown manager'. Responsibilities include taking the decision to call a lockdown in the event of an identified risk; sounding the lockdown alarm (or nominating another member of staff to do so) and informing the Police and the Local Authority that the school has entered a lockdown situation. She will also make the decision (upon advice by the police if necessary) to end lockdown. In her absence, Jo Wills will be lockdown manager and she will be supported by Debbie Horrell.

Staff will be alerted to the activation of a lockdown plan by very short blasts on the school bell which are continued until such a time as the lockdown manager is satisfied that all staff are acting upon the alarm.

Upon hearing the alarm for lockdown, the following actions will be taken:

- Pupils from outside the school will be brought into the school as quickly as possible
- Those inside the school should remain in their classrooms; if not in their classroom but within the school, children should move quickly to their own classroom and report to their teacher
- Lock all external doors, windows and air vents where appropriate
- Draw blinds, cover internal door windows, lock classroom doors and switch off classroom equipment
- Move children away from windows and doors and seat them on the floor, under tables or in a sheltered/protected position where possible
- Switch all mobile phones to 'silent,' so as not to give positions away
- A message to be passed quickly to the lockdown manager for any children who are not accounted for
- Staff should keep the pupils occupied and calm. Children should be reassured and comforted by staff at all times
- Emergency services should be contacted as quickly as possible
- Once a lockdown is underway, staff may continually risk assess the cause of the lockdown (with support from the emergency services); the movement of pupils should only be undertaken with the approval of the emergency services
- The local authority should also be notified at the earliest opportunity
- A lockdown will remain in place until it has been lifted by a member of the school's senior leadership team or by the emergency services
- A fire alarm will trump the lockdown, and it will be the cue to evacuate the school
- Lockdown procedures will be regularly supported with staff training refreshers

Parents

Where appropriate and/or possible, we will inform parents that the school has a lockdown procedure underway and they will be given enough information so they are reassured the school understands their concerns for their children's welfare and is doing everything possible to ensure their children's safety. Parents will be informed at this time not to contact the school. Contacting the school will block the school's telephone lines when they are needed to communicate with the outside world. Pupils will not be released to parents during a lockdown.

Parents should wait for the school to contact them about when it is safe to collect their children and where this will be from; we will endeavour to make parents aware of what will happen if the lockdown continues beyond school hours.

Communication

It is critical that all staff know the school's lockdown procedures and a lockdown drill is practised at agreed intervals. Our lockdown procedure will be published and made available on the school website. Lockdown drill information will also be displayed within the school alongside our fire evacuation procedures. When the lockdown procedure is practiced in school, we will refer to it as a 'safety drill'. We will not share the potential scenarios which may cause the need for a lockdown with children. This is so they are not unduly worried. The importance lies in the method of keeping the children safe and not the reasons for keeping them safe.

Support for Staff and Pupils

In the event of a prolonged or particularly challenging lockdown, emergency services, local authorities and voluntary sector organisations will typically work together to co-ordinate practical and emotional support for those affected by the lockdown events.

A reception centre can be a helpful form of support for friends and family and could be set up away from the affected area, although the school would be unable to take responsibility for implementing this in a lockdown situation.

At all times, the school's priority is to act in a manner which is aimed at keeping children and staff safe.