

All schools need to consider the need for robust and tested **school lockdown procedures**. Lockdown procedures are 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. These procedures 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:

- A reported incident/civil disturbance in the local community.
- An intruder on the school site.
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

### **Management Method**

1. If alerted of a potential emergency situation, the person who has been alerted will contact the management team immediately.
2. Whoever has been first alerted will decide whether to call a partial lockdown and will instruct another member of the team to initiate the procedure.
3. The situation will be investigated.
4. If there has been reported violence, 2 people will make the investigation.
5. If any member of the management team goes outside of the school building, they will lock the outside doors behind them.
6. A full lockdown will be called if there is a major threat.
7. If there is a full lockdown called, the management team will convene in the Head teacher's office or a safe place if unable to use the head's office.

### **Lock Down Arrangements**

Once a report of an incident has been received the Critical Incident Management Team (CIMT – S Brierley, N Blackham, O Tonge, C Sashidharan, K George) will be convened, this may result in a partial lockdown being ordered while the situation is assessed. This will be communicated by short wave radio system, school text messaging system and word of mouth.

### **Partial Lockdown**

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

In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, teaching and work can continue as usual. This may be as a result of a reported incident or 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 main building.
- All staff and pupils remain in building and external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants.
- Staff should await further instructions.

A 'partial lockdown' may also be a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate. Emergency Services will advise as to the best course of action in respect of the prevailing threat. At this stage the CIMT will gather all possible information about the evolving incident and may instruct the implementation of a full lock down.

### **Full Lockdown**

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

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

### **Immediate action**

- All pupils and staff stay in their classroom or move to the nearest classroom.
- Office staff should remain in their office.
- External doors locked. Classroom doors locked (where a member of staff with key is present).
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in).
- Pupils and staff sit quietly on the floor out of sight.
- Lights, smartboards and computer monitors turned off.
- Mobile phones turned to silent.
- A register to be taken of all pupils and staff in each classroom/office.

- Staff should notify the office immediately of any pupils not accounted for and if any additional pupils or staff are in their classroom, via the agreed communication channel.
- Staff should await further instructions.
- Staff should encourage the pupils to keep calm.
- Staff in the pod need to assess if it is safe for them to evacuate the pod. They should proceed with the pupils to their classroom unless otherwise instructed.

**Nominated Safe Zones**

If given instructions staff and pupils move to their nominated safe zones. As directed below: -

- Nursery to Yr. 6
- Reception to Yr. 5
- Years 1,2,3 & 4 will be moved to Hall.

When leaving a classroom staff must lock their internal door behind them.

Staff and pupils remain in lock down until it has been lifted by CIMT or emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building. During the lockdown, staff will keep agreed lines of communication.

**CIMT Lock Down Plan**

A member of CIMT will be nominated as lockdown manager, supported by the CIMT dependent on who is on site, to initiate, manage and conclude the lockdown. They will also communicate with emergency services. Their roles and responsibilities will be communicated to all staff.

- Staff are alerted to the activation of the plan by short wave radio system, school text messaging system and word of mouth, using established code words/phrases, class teachers will be responsible for locking their external door and windows
- The use of the fire alarm will be avoided to reduce the incorrect response to an incident.
- Pupils and staff who are outside of the school buildings will be brought inside as quickly as possible
- Staff off site on school trips will be informed of the situation if necessary.
- Those inside the school should remain in their classrooms or proceed directly to their nominated safe zones.
- Member of CIMT check all external doors and, as necessary, windows are locked, depending on the circumstances, internal classroom doors may also need to be locked.
- Member of CIMT check all blinds are drawn and internal windows covered if instructed.
- CIMT should encourage the pupils and staff to keep calm.
- As appropriate, the school should establish communication with the Emergency Services as soon as possible.
- Hackney Education Emergency Management Duty Officer should be notified as soon as possible.
- If necessary, parents should be notified as soon as it is practicable to do so via the school’s established communications system.
- Pupils must not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will sound, all staff to revert to fire plan.
- Ensure procedures are in place for members of staff who do not have a regular office or classroom.
- Ensure visitors, volunteers and RUN staff are included in school lockdown plan.
- Establish an official lockdown termination code word/signal so that all staff know that it is authentic.
- Specific arrangements will be made for pupils or staff with specific needs (i.e. hearing/visual impairment or mobility needs).
- CIMT assess if it is safe to evacuate the pod, as a lock down has been ordered.

**Training**

Due to the fast moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively. Staff will have clear roles and responsibilities and it is of vital importance that our school’s lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff.

Staff’s understanding will be regularly checked with regular training refreshers. A lockdown drill should be undertaken at least once a year and thoroughly debriefed to monitor the effectiveness of our arrangements. Parents too should know that the school has a lockdown plan and that it will be regularly tested. However, for safeguarding reasons we will not publish the school’s full lockdown procedure on the school website.

**CIMT**

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Agreed by Governors: January 2022      Presented to staff: January 2022      Review Date: January 2024

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair of Governors

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Head teacher