



King's Cliffe Endowed Primary School

Lockdown Procedure

School Lockdown Procedure

The lockdown of a building is an emergency procedure which aims to secure and protect the occupants from an external or internal risk. Lockdown procedures may be activated as a proportionate response to any number of situations, including:

- An intruder on the school premises who may pose a risk to the safety of staff and/or pupils;
- An incident/civil disturbance in the local community with the potential to pose a risk to the safety of staff and/or pupils;
- A major fire nearby the school;
- An animal roaming around the school grounds
- A warning of an environmental risk such as a smoke plume or gas etc.

Developing the Procedure

To assist with the development of our school lockdown procedure, the following actions were considered:

- Nominate the people with authority to manage the lockdown e.g. Head Teacher, SBM and two others as contingency. These people will be in charge of initiating, managing and concluding lockdown.
- Define the list of circumstances in which your school will invoke lock down procedures.
- Identify how individuals should communicate suspicious activity.
- Determine how the signal for lockdown will be communicated to the rest of the school i.e. intermittent bell, radio etc (Note: this should be recognisably different to the evacuation signal)
- Design instructions on what individuals should do when the signal for lockdown is given i.e. a movement plan that considers lunchtimes, P.E. etc.
- Develop method to account for pupils and how the information will be communicated back to Administration i.e. registers.

- Identify roles and responsibilities.
- Share plan with all staff to ensure awareness of procedures.

Lockdown Procedures

Signals	
Signal for lockdown	<i>Blue alarm unit – intermittent ring (located in Headteacher office and school office)</i>
Signal for all-clear	Repeated, intermittent ring

Considerations	
Rooms most suitable for lockdown	<i>Classrooms</i>
Entrance points which should be secured upon lockdown	<i>Main office, doors onto the playground</i>
Communication arrangement	<p>Staff – internal emails <i>During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.</i></p> <p>Parents – Parentmail and Tapestry</p>

Lockdown Procedure		
Procedure	Action	Responsibility
Communicate the incident to the Headteacher and School Business Manager as soon as possible	<ul style="list-style-type: none"> Provide as much information as possible as soon as possible 	Everyone has a responsibility to report suspicious incidents
If no answer, initiate the lockdown procedure for your class	<ul style="list-style-type: none"> Secure external doors and windows. Close blinds – move pupils away from doors and windows. If possible move pupils out of classroom to the library Advise Headteacher or School Business Manager 	Member of staff reporting incident

<p>Decision to initiate formal lockdown</p>	<ul style="list-style-type: none"> • The staff member should notify the Headteacher or in her absence the Deputy and/or School Business Manager in person. If this is not possible send a helping hand to the next class for them to alert Headteacher, Deputy or School Business Manager • Upon receipt of information a formal decision to initiate lockdown should be made by the Headteacher, Deputy or School Business Manager 	<p>Headteacher, Deputy or School Business Manager</p>
<p>Activation of Lockdown procedure</p>	<ul style="list-style-type: none"> • Alert staff to lockdown initiation via blue alarm system • Administrator to send email to teachers advising 'partial lockdown or 'full lockdown.' • Communicate serious incidents resulting in lockdown to the relevant Emergency Service and NNC. 	<p>Headteacher, Deputy or School Business Manager</p>
<p>Upon hearing the lockdown signal initiate lockdown procedure</p>	<p>Partial lockdown</p> <p>Where the threat is outside the school perimeter/main building</p> <p>A 'partial lockdown' may also be activated as a precautionary measure but retains a degree of normality whilst putting the school in a state of readiness should the situation escalate.</p> <p>Administrator - alert to staff via email: 'Partial lockdown'</p> <p>Immediate action:</p> <ul style="list-style-type: none"> • Exterior perimeter doors and gates are to be locked. • All outside activity to cease immediately, pupils and staff return to building. • Once everyone is inside the building(s), building doors to be locked. • All staff and pupils must remain inside. 	<p>All staff</p>

- Senior staff will conduct an ongoing risk assessment based on advice from the emergency services and communicate to staff, who can inform pupils if they are old enough to understand.
- Teachers should take attendance of pupils in each classroom and prepare a list of missing and extra pupils and students in the room, communicating this to the office via email.
- Free movement (supervised by staff) within the building may be permitted, depending on the circumstances of the alert.
- Staff should encourage pupils to keep calm.
- If the fire bell sounds, the usual school procedure should be followed. If a fire is discovered, the emergency services will be contacted and the school evacuated.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents and ventilation systems should be closed or turned off and gaps sealed as best as possible.
- **Do not** leave the building until the '**all clear**' is given by a member of the senior management team.

Full lockdown

When the threat or intruder is inside the school building/perimeter, or where there is an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

Administrator - alert to staff via email: 'Full Lockdown'

- Immediate action:
- Exterior doors and gates **are not** to be locked.
 - Classes that are **outside** of the **main** buildings/enclosed play areas **should not** re-enter the building-staff should escort children to an alternative (pre-arranged) safe haven.
 - Internal pupils **must** return to classrooms.
 - Office staff to remain in their office.
 - Classroom doors are locked.
 - Windows to be closed, blinds drawn, pupils are to sit quietly out of sight, for example:
 - under desks
 - around a corner
 - away from windows or wooden/metal cladding
 - Turn off lights, smartboard and computer screens.
 - Staff should encourage pupils to keep calm (this will be easier if practice drills have been held) and not use mobile phones to alert parents/carers/social media.
 - Staff mobiles to be set to silent with no vibrate.
 - A register should be taken in each classroom and office, with missing persons listed separately.
 - Where possible, registers should be communicated via email to the school administrator and any missing pupils to be located and secured in the classroom.
 - Internal bells including the fire alarm bell will be **disabled**.
 - **Ignore** any fire alarm activation, as the school will not be evacuated using this method.

	Do not leave the building until you have been given the all clear by a member of the senior management	
Notify parents/ guardians	<ul style="list-style-type: none"> • If possible, notify parents/guardians via Parentmail that the school is in lockdown e.g. 'The school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...' 	School Business Manager or Administrator
Audit attendance reports	<ul style="list-style-type: none"> • If safe to do so, the Administrator or School Business Manager should contact each teacher to receive register feedback via teacher email. • Teachers should reply with 'all present' or note any missing pupils. • If safe to do so, missing pupils should be rounded up. • If not safe, the Police should be notified about any pupils unaccounted for. 	School Business Manager or Administrator
Remain in lockdown until further instruction is received	<ul style="list-style-type: none"> • Continue mobile phone silence. • Ensure pupils do not leave room for toilets, food etc. • If there's a toilet emergency for a young child – use a suitable container e.g. sick bucket. Use a sheet of paper for privacy in each room in case of this type of emergency. • If emergency medication is required – if safe to do so, contact the office via email for advice, assessment of the situation and to discuss options. • Take instruction from Police, if in attendance. 	All staff

Alert staff that lockdown has concluded via the recognised audible signal	<ul style="list-style-type: none"> The all-clear signal should be sounded to inform staff once site declared safe. 	School Business Manager
Update parents/guardians	<ul style="list-style-type: none"> Parents/guardians should be advised once lockdown has concluded via Parentmail. 	Administrator