

# King's Cliffe Endowed Primary School

## Lockdown Procedure Policy



**Policy Updated** – September 2023

**Review Date** – September 2024

Chair of Governors: *Flopeland* (signed)

Here at Kings Cliffe Endowed Primary School (KCEPS) we recognise a need for a robust and tested school lockdown procedure. 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 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
- The close proximity of a dangerous dog roaming loose

A Lockdown Procedure can be instigated by any member of staff by going to the School Admin Office or Head Teacher's Office and stating:

## **'LOCKDOWN PROCEDURE REQUIRED'**

### **KCEPS: Lockdown Procedure:**

1. Use the nearest alarm point – Blue Box/key – located in School Office and Head teacher's Office
2. An intermittent alarm will sound for two minutes.
3. Teachers should gather their pupils in their class, lock the doors, close the window blinds and instruct the pupils to sit under the tables.
4. Use the class fire register in red folder to confirm all children are accounted for. If children are missing, TAs should check all nearest toilets/library etc to ensure all pupils are in their class.
5. If the pupils are outside, the teacher should bring the pupils into school as quickly as possible and follow the lockdown procedures.
6. If a class is working in another area, the teacher should secure the area and complete a headcount to confirm all pupils are present. If the area is unsuitable to lockdown then proceed to the nearest secure area and follow the lockdown procedures.
7. The head teacher will assess the situation and, if required, contact emergency services.
8. North Northamptonshire Council should be notified via the 'School Emergency' contact details (NNC Emergency Planning Duty Officer 07885 292851 [EmergencyPlanning1.NCC@northnorthants.gov.uk](mailto:EmergencyPlanning1.NCC@northnorthants.gov.uk)).
9. When the situation is resolved and it is safe to stand down – the intermittent alarm will be activated for a second time.
10. Pupils will not be released to parents during a lockdown
11. If necessary, parents should be notified as soon as it is practicable to do so via KCEPS established communication system – Parentmail and Tapestry. This will be by a senior leader only.
12. The Head teacher will assess why the procedure was needed and rate the success criteria.

It is of vital importance that the KCEPS lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff. To achieve this, annual refresher training will be given each September Inset Training Day and a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. Parents should know that the school has a lockdown plan, and a copy will be placed on the school website.

**It is good practice to:**

1. Conduct an annual review of the procedures with the senior management team.
2. Rehearse lockdown arrangements with all staff and pupils
3. Display lockdown drill information in every classroom alongside information relating to fire drills
4. If a situation arises with a non-staff member that cannot be de-escalated one member of staff will attempt to calm and de-escalate the situation whilst another member of staff informs staff at the school office or the Head Teacher. If a person is in possession of a weapon no attempt should be made to relieve them of it. If you feel your safety is at risk, staff should take flight. If a person requires to be brought to reception this should be done by an outside path and not through the school.

**Communication between parents and school**

KCEPS lockdown procedures, especially arrangements for communicating with parents, should be shared with parents via the school website. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents should be given enough information about what will happen and be assured that school will communicate as soon as it is safe/practical to do so. Parents will be:



- Reassured the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his / her safety
- Should not contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Should not come to the school. Parents could interfere with emergency provider's access to the school and may even put themselves and others in danger.

The communication with parents as part of the plan needs to reassure parents that the school understands their concerns for their children's welfare and that everything that can possibly be done to ensure their children's safety will be done. However, ***it may also be prudent to reinforce the message '...the school is in a full lockdown situation. During this period the reception and entrances will be un-manned, external gates and doors locked and nobody allowed in or out...'***

### **Emergency Services**

It is important to keep lines of communication open with the Emergency Service as they are best placed to offer advice as the 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 lock down. Emergency Services will support the decision of the Head Teacher regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, North Northamptonshire Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for family and friends outside the cordoned area.

