

Place Farm Primary Academy Lockdown Procedures



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 staff and pupils.

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
- The close proximity of a dangerous dog/animal roaming loose

The school's lockdown plan is as follows:

Signals	
Signal for lockdown	Short bursts of whistles with circular hand motions from SLT along corridor
Signal for all-clear	Verbal confirmation - radio, telephone or in person: "All clear"

Lockdown			
Rooms most suitable for lockdown	All classes to remain in own classroom		
Entrance points (e.g. doors, windows) should be secured	External doors Fire doors Internal doors All windows		
Communication arrangements	Radios Office telephones Mobile phone		
Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.		
	Initial response - Lockdown (L)	Who?	Tick/Date/Sign
L1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety. All adults are responsible for their own class.	All adults	
L2	Lock / secure entrance points (e.g. doors and windows) to prevent the intruder entering the building. All adults.	All adults	
L3	Dial 999. Dial once for each emergency service that you require. All staff who have access to a telephone to do so.	All adults	

L4	Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> Block access points (e.g. move furniture to obstruct doorways for example desks, chairs, bookcases) Sit on the floor, under tables or against a wall. Keep out of sight Draw curtains/blinds Turn off lights Stay away from windows and doors All adults are responsible for their own class.	All	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.	All adults. Teachers to make pupils aware	
L6	Staff to make a member of office/ SLT aware if any pupils missing (use of radio/mobile phone)	All staff	
L6	If possible, check for missing / injured pupils, staff and visitors.	SLT	
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.		
L8	No staff member should attempt make communication outside of school - e.g. contacting family members/social media/friends/parents etc. This is to ensure that all staff remain focused on keeping themselves and pupils safe.	All staff	

- Staff will be alerted to the activation of the plan via short bursts of whistles. This will be led by SLT - Lisa McConnell will alert wider SLT via mobile phone or radio.
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them or others. If children remain outside they will be moved to the nearest place of safety on or off site. Supervising staff are responsible for using their discretion.
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked). This will be communicated over the radio.
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via radio (mobiles to be used if a radio is not available) and SLT will instigate an immediate search for anyone missing, if safe to do so.
- Staff should encourage the pupils to keep calm.
- Teaching staff to take the register/complete a head count using the fire registers.
- As appropriate, communication with the Emergency Services will be established and the Trust will be notified.
- Parents will be notified as soon as it is practicable to do so, via Arbor (text message/email) and also Class Dojo.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded and everyone should leave the building via the nearest exit and assemble on the Playground/Field following the usual evacuation protocols.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, the lockdown procedures will be reviewed and discussed in 'Staff Briefings', three times a year.

Partial Lockdown

Alert to staff over the radio: "Partial lockdown"

This may be as a result of a reported incident or a 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, pupil and staff to return to the building. (Staff will be alerted via radios, telephone, mobile phone and/or verbal communication).
- All staff and pupils remain in the building and external doors and windows locked.
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.
- Staff to take a register/head count of using class fire registers and alert the office staff and SLT of any missing children/staff.

All situations are different, once all staff and pupils are safely inside, members of SLT 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 that 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.

Full Lockdown

Alert to staff: "Full lockdown" - blowing of whistles and circular hand movements.

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- All pupils to return to classroom.
- External doors locked. Classroom doors locked and blocked.
- Windows locked, blinds drawn, pupils sit quietly out of sight and where possible under desks.
- Register taken/head count- the office will contact each class in turn for an attendance report via the radio, telephone or mobile.
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
- At any point during the lockdown, the fire alarm may sound, which is a cue to evacuate the building.
- During lockdown, staff will keep agreed lines of communication open, via radio, telephone, mobile phones and e-mail, but will not make unnecessary calls to the central office, as this could delay more important communication.

Communication between parents and the school

Advice and information about Lock Down procedures is available on the school website in the Policies section.

In the event of an actual lockdown, any incident or developments will be communicated to parents, as soon as is practicable, via Arbor and Class Dojo. Parents will be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the school. They could interfere with the emergency provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe to come and collect their children, and where this will be from.

Parents will be told:

The school is currently in a full lockdown situation and following our safety procedures. During this period the phones and entrances will be unmanned, external doors locked and nobody will be allowed in or out.

Please be assured that the safety of pupils and staff is our highest priority and that we understand your concern for your child's welfare. We are doing everything we can to ensure the safety of every child.

We ask that you please be patient and we will update you as soon as possible. In the meantime, we ask that you please:

- Do not come to the school. This could interfere with the emergency services access to school.
- Do not attempt to contact the school - this could tie up phone-lines that are needed for contacting emergency services.
- Wait for school to contact you about when it is safe to come and collect your child, and where this will be from
- Try to remain patient and calm

Emergency Services

It is important to keep lines of communication open with Emergency Services, 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 Executive Headteacher and Head of School regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Unity Schools Partnership Academy Trust has the capacity to provide humanitarian assistance, by establishing a Reception Centre for family and friends outside of the cordoned area.

Headteacher		Date:	April 2024
Chair of Governing Body		Date:	April 2024