

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 and staff. 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
Signal for all-clear	Verbal confirmation - radio, telephone or in person

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)	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.	
L2	Lock / secure entrance points (e.g. doors and windows) to prevent the intruder entering the building. 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.	
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) • Sit on the floor, under tables or against a wall. • Keep out of site 	

	<ul style="list-style-type: none"> • Draw curtains/blinds • Turn off lights • Stay away from windows and doors <p>All adults are responsible for their own class.</p>	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. All adults aware.	
L6	If possible, check for missing / injured pupils, staff and visitors. All adults.	
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

- Staff will be alerted to the activation of the plan via short bursts of whistles.
- 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.
- 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).
- 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 instigate an immediate search for anyone missing, if safe to do so.
- Staff should encourage the pupils to keep calm.
- 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 text message.
- 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.

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: “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.

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”

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 text message. 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 in a full lockdown situation. During this period the phones and entrances will be un-manned, external doors locked and nobody will be allowed in or out...”

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 Headteacher with 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:	December 2019
Chair of Governing Body		Date:	December 2019