



Caring and Sharing

Lockdown Policy & Procedures

VERSION : 1

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1. Introduction

All schools should consider the need for 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 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 roaming loose.**
- **Bomb threats: Procedures for handling bomb threats**

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police. Be alert, but not alarmed!

On receipt of a "bomb threat" - Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

This policy will detail –

- How to raise the alarm in an emergency;
- Other means of internal communications - WhatsApp, two-way radios, mobile phone, internal e-mail, texts etc;
- School site plan e.g. the layout of buildings and their proximity to one another.

2. Procedure

- Staff will be alerted to the activation of the lockdown procedure plan through 5 bursts of the school bell. The school bell is audible throughout the school;
- Pupils who are outside of the school buildings will be brought inside as quickly as possible;
- Those inside the school should remain in their classrooms;
- All external doors and, as necessary, windows will be locked (depending on the circumstances, internal classroom doors may also need to be locked).

Once in lockdown mode, staff should notify the office by radio, email or telephone immediately of any pupils not accounted for (and instigate an immediate search for any missing).

- Staff should encourage the pupils to keep calm;
- As appropriate, a member of Senior Staff (Headteacher or Deputy Headteacher) should establish communication with the Emergency Services 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 will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded;
- Staff should await further instructions.

It is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, school admin team, teaching staff, kitchen and dinner supervisors and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least once a year. Pupils should also be aware of the plan. (Regular practices will increase their familiarity). Parents too should know that the school has a lockdown plan, and a copy should be placed on the school's website.

It would also be good practice to:

- To test the procedures against various scenarios
- Rehearse lockdown arrangements with all staff and pupils
- Display lockdown drill information in every classroom alongside information relating to fire drills

3. Lockdown Arrangements

Alert to staff: The school bell will be sounded for 5 bursts. A WhatsApp message and/or call button using the internal phone system will also be sent to all staff informing them of the lockdown.

This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose an **immediate** 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 building; Radios and WhatsApp will be used to alert staff.
- All pupils return to classroom room if during break or lunchtime, if during lesson time then stay in existing lesson.
- External doors will be immediately locked.
- All offices must be locked from within.
- Windows must be locked, blinds drawn, pupils sit quietly out of sight or under tables.

- Register taken – ideally via SIMS so attendance team can check if they have access to ICT. If not staff member in charge of the class/group should take a paper register and if any pupils are missing this needs to be communicated via discreet communication channel.
- All staff and pupils remain in building and external doors locked.
- Staff and pupils remain in lock down until it has been lifted by the Headteacher or SLT member/emergency services. At any point during the lockdown, the fire alarm may sound, if this happens it will be followed by a radio call, telephone call or WhatsApp message to confirm legitimacy and confirm its cue to evacuate the building.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Local Authority's Health & Safety advisors/emergency services. This can then be communicated to staff and pupils.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

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.

Examples of discreet communication channels might be:

- Where staff have access to an internal e-mail system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet;
- Through radios amongst SLT and Dinner Supervisors who have radio provision.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, should be routinely shared with parents either by newsletter or via the school website or Facebook.

In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is 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 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 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 for them to come and collect their children, and where this will be from.

Communication with parents should reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, it may also be prudent to reinforce the message that 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.

4. 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 Head teacher regarding the timing of communication to parents.