

Lockdown Policy

Leasingham St. Andrew's Church of
England Primary School

'Everything you do, do in love'



Reviewed and updated: October 2024

Next review: October 2027

Purpose

The purpose of this policy is to ensure that we are doing everything possible to keep all persons on our site safe at all times. This is in accordance with our school Christian vision, which states:

'Everything you do, do in love'

At St Andrew's, we seek to be a safe and happy environment, inspiring our school family to be positive participants in the world community. A place where we are all encouraged, through love and service, to be the very best.

John 13:34 'Love one another, as I have loved you'

Rationale

Full Lockdown and Partial 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, children, parents or visitors. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all children and staff. This may also include where there is a need to restrict the movement of children around the school environment. Upon hearing the alert for a lockdown, the procedures for a full lockdown will be implemented (worst case scenario). As soon as possible, staff are to be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required.

Examples of when lockdown procedures may be activated

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud etc.;
- A serious or emergency accident or incident requiring the emergency services at the school;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose;
- A swarm of bees or wasps;
- Dense fog where pollution could cause breathing difficulties;
- Wild animals on site e.g. foxes;
- Volcano Ash Cloud;
- A reported incident or civil disturbance in the local community with the potential to pose a risk to children and staff in the school;
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to children, staff or parents;

- An intruder on the school site with the potential to pose a risk to children and staff; (please note this is extremely rare)

The school's lockdown signal would be use of the school bell (ringing 5 times, on, off intermittently) from the office, with a senior member of staff communicating verbally for the all-clear.

Full Lockdown Procedures

- Children will remain in their classrooms
- Children outside will return to classroom
- Children to sit down on the floor in the classroom
- Staff to remain calm and reassure all children
- Office staff to go to Headteacher's office
- Staff in the staff room and kitchen to go to PPA room.

If the lockdown occurs at break or lunchtime, as long as safe to do so, teaching staff should return to their classroom to support their children. Entrance points should be secured e.g. doors and windows

- Car park gates are secured
- External/internal classroom doors are closed and locked/bolted
- Internal fire doors on the corridor are closed but not locked
- All windows to be closed
- Blinds to be pulled down
- Lights to be turned off

Communication during a full lockdown

- School telephones to be kept free to send messages
- Communication to classrooms will be via email to classroom laptops
- An email will be sent from the main office to all rooms in the school to inform confirm the lockdown. At this point, the recipient will be asked to confirm the names of the adults in the room, the number of children in the room and any children missing. This is to ensure that all members persons on site area accounted for.

Additional Information

- If someone is taken hostage then the school should seek to evacuate the rest of the site
- All should move to St Andrew's Church for safety if possible

Partial Lockdown Procedures

Partial Lockdown requirements may arise as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and children in the school. It may also be as a result of a major incident occurring in the school which it may not be appropriate for children to witness, for example a first aid emergency, or may be a warning received regarding the risk of air pollution, etc.

The five bell warning will be given, but staff will be informed verbally that the school is in partial lockdown.

- All outside activity to cease immediately, children and staff return to building
- All children and staff remain in the building and external doors and windows locked
- Movement may be permitted within the school buildings dependent upon circumstances but this must be supervised by a member of staff
- All situations are different, once all staff and children are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on the information available and advice given from the Emergency Services or other outside agencies. This can then be communicated to staff and children.
- ‘Partial lockdown’ is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate and need to move to a full lockdown.
- 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 (via email to/from classroom laptops). Staff must not make unnecessary calls to the central office as this could delay more important communication.

Communication between parents and the school

- The school’s lockdown procedures will be published on the school website (via this policy).
- In the event of an actual full lockdown or partial lockdown, any incident or development will be communicated to parents as soon as is practicable.

‘Leasingham St Andrew’s Primary School is in a full/partial lockdown situation. During this period the phones, office and entrances will be un-manned, external doors locked. Please wait for further instructions and information.’

- Parents will be given enough information about what will happen/is happening or has happened 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 their safety.
- Parents will be reassured that any measures needed to ensure the incident does not re-occur are put into place.
- Parents are asked not to contact the school during a lockdown or immediately afterwards. Calling the school could put pupil’s safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, parents or Local Authority.

- Parents are asked not to come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Parents need to wait for the school to contact them about what happens next and when it is safe for them to collect their children, and where this will be from (if this is deemed necessary).
- Parents will be informed when the 'all clear' has been given.

Communication between other parties

In the event of the school being placed into either full or partial lockdown, other parties within the site will be informed via telephone. This could include (but is not limited to):

- Building Contractors
- The external Nursery using the gated nature area within the school grounds

Emergency Services

- It is important to keep lines of communication open with outside agencies and the 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 regarding the timing of communication to parents
- In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area
- It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken annually with staff (usually on the INSET training day(s) at the start of the academic year in September).