

Lockdown Policy

This policy has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty

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| Committee: | LGB |
| Policy Ratified: | Nov 2023 |
| Review Date: | Nov 2026 |

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| Additional School Procedure – N/A | |
| Committee: | |
| Procedure Adopted: | |
| Review Date: | |



Rationale

On very rare occasions, it may be necessary to close off the school so that it is not possible to be entered from the outside. There are wide varieties of scenarios, which may trigger a school's lock down procedures. Some examples may include:

- 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, or air pollution (smoke plume, gas cloud etc.).
- A major fire near to the school.
- The close proximity of a dangerous dog roaming loose or other dangerous animal.

At Old Town Infant School and Nursery (including Winchelsea School Satellite classes):

- Staff will be alerted to the activation of a lock down plan by the continuous ringing of the hand bell throughout the school. *This is a completely different sound compared to the fire bell. The telephone intercom system will also be used to announce 'Attention, Attention, Lockdown'.*

Procedures

- Pupils & Staff who are outside of the school building should be alerted of the lockdown, and then come in as quickly and quietly as possible. As it is unlikely that staff outside will hear the message, adults based in the school should alert those outside to immediately come indoors. *Should any children be working in the Rockpool intervention room (due to the fact that there is no telephone system in there), the class teacher or Teaching Assistant should make their way to the Rockpool and instruct the children and adults working there to immediately return to their given classroom(s).*
- Those inside the school should remain in their classrooms. If Children are in the Hall, they should remain in the hall and the curtains should be pulled.
- Any children in communal areas such as toilets should quickly be sought out and brought back to their classrooms.
- All external doors should be closed and locked. Windows should also be closed and blinds pulled.
- Internal classroom doors should then be closed. *If there is the option to lock the particular internal door, then this too, should be completed.*
- Staff should support children in keeping quiet and calm – reading a story would be a perfect activity.
- Once in lock down mode, staff should notify the office immediately of any pupils not accounted for.
- As appropriate, the school should establish the communication with the relevant emergency services.
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications systems e.g text service. However, parents will not be permitted to collect their children during the lock down procedure.
- If it is necessary to evacuate the building, the fire alarm will be sounded – a long continuous bell.
- Staff should await further instructions from the Head/ Assistant Head/ Operations Manager or Site Supervisor in person as to whether there is an all clear.

Staff roles – including raising the alarm

- Should any member of staff notice something untoward, that could pose an immediate threat to the safety of our children, they should immediately telephone the office (3000 or 3001) and state "WALK THE PLANK" This should be repeated twice in order to be confirmed by the Admin Team.
- The Admin Team (including the Site Supervisor) will alert the Senior Leader on duty who will then sound the bell across the school. Should SLT be off site, then the Admin team/Site Supervisor will then ring the bells and alert a Senior Leader (via telephone) as soon as it is safe to do so.
- A handbell will be located in (a) The main office, (b) Outside of The SENco's Office and (c) Outside of The Staff room upstairs.
- It is of vital importance that the school's lock down procedures are familiar to ALL staff.
- A lock down drill will be undertaken at least twice a year.

- Front Office staff ensure that the main entrance is locked and the office hatch is closed. Office staff will call police if necessary.
- Head Teacher/Assistant Headteacher/Site Supervisor will lock the external door at the end of the ground floor corridor (leading to the small playground). They will also check the fire doors at the bottom of each stairwell are closed (including Little Pirates) and then check that both hall fire exits are closed.
- Individual teachers/ TAs should close and lock external doors (ground floor) and then close all internal classroom doors. Windows should be closed and blinds pulled down.
- If the lockdown falls during lunchtime Midday Assistants in the hall should close serving hatch, close kitchen door and ensure that hall fire exits are closed. Children and staff in the hall should stay in the hall.
- If the lockdown falls during lunchtime, all staff should immediately return to their classrooms. Safeguarding of our children is of prime importance.
- Individual staff cannot sign out or leave the premises during lockdown without prior agreement of the Headteacher before leaving.
- Pupils should be made aware of this plan in an age appropriate manner to ensure that they know the grown-ups will keep them safe (regular practices will increase their familiarity.) Parents will be made aware that the school has a lock down procedure in place and this policy will be placed on the school website – a hard copy can also be requested from the main school office.

At Old Town Infant School and Nursery, we will:

- Conduct a table top exercise with the Senior Leadership Team to test the procedures against various scenarios
- Rehearse lock down procedures with all staff and pupils and review the outcomes. A practice will be completed at least twice a year.
- Display lock down drill information in every classroom alongside information relating to fire drill.

The school has two levels of lock down – **PARTIAL** and **FULL**

Partial Lock Down

This may be as a result of a reported incident/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. Partial lock down is a precautionary measure which ensures that the school is in a state of readiness should situation escalate, whilst also enabling a degree of normality to continue.

Full Lock Down

This signifies an immediate threat to the school and may be an escalation of a partial lock down. There is no attempt to continue normal business inside the school building and no movement around the school will take place unless absolutely necessary (and in response to changing circumstances).

PARTIAL LOCK DOWN PROCEDURES

Alert Staff

- Once the Headteacher or Assistant Headteacher has decided to instigate a lock down, the office staff will use the internal phone announcement system to contact all areas and state “ATTENTION PARTIAL LOCK DOWN”. This message will be repeated three times. **The handbell will be rung continuously.** The teaching and support staff must share this status with any other adult in the classroom and those adults outside.
- Should any members of staff be working in either the Studio, Staffroom, or the upstairs offices, to check the Rockpool to alert anyone in there (as there is no phone in this room) and then everyone should then move to the Studio quickly and quietly and close the doors
- If the Site Supervisor is on site she/he should be made aware of the status.
- Office staff to contact the Emergency Services if necessary.
- Communication (including release from lockdown scenario) will be made using the internal telephone system.

Immediate Action

- All outside activity to cease immediately, pupils and staff to return to the main building, closing doors behind them. All external classroom doors should be locked by either teaching staff or support staff (once children are all inside).
- The Headteacher/Assistant Headteacher/Site Supervisor will walk around the outside perimeter of the school (if safe to do so) to ensure that any staff and pupils working outside have been alerted to the partial lock down status and have returned inside the school building.
- If it is playtime, the Senior Leaders will decide if the instigation of partial lock down can be delayed until the end of break as this will help avoid confusion. However, if it must be instigated immediately the Senior Leader will ask playtime staff to sound the whistle as a prompt for pupils and staff to come inside.
- Senior Leaders and Site Supervisor should move quickly through the playground areas quickly instructing all staff and pupils to go inside the building.
- All staff and pupils remain in the building with external doors locked and windows closed.
- Free movement will be permitted within the building unless circumstances are such that this is not possible.
- All situations are different and once pupils and staff are safely inside the Senior Leaders will conduct an ongoing risk assessment based on advice from the emergency services and changing circumstances/information.
- Emergency services will advise as to the best course of action in respect of the prevailing threat.

FULL LOCK DOWN PROCEDURES

Alert Staff

- Once the Headteacher or Assistant Headteacher has decided to instigate a lock down, the office staff will use the internal phone announcement system to contact all classrooms and state “ATTENTION FULL LOCK DOWN”. This message will be repeated three times. **The handbell will be rung continuously.** The teaching and support staff must share this status with any other adult in the classroom and those outside.
- Should any members of staff be working in either in the Studio, Staffroom, Rockpool or the upstairs offices, they should move to the Studio quickly and quietly and close the doors..
- If the Site Supervisor is on site she/he should be made aware of the status.
- Office staff will contact the emergency services..
- Communication (including release from lockdown) will be made using the internal telephone system.

Immediate Action

- All outside activity to cease immediately, pupils and staff to return to the main building and go to the nearest room, ensuring all doors are closed behind them when everyone is in safely.
- All external Classroom doors should be locked by either teaching staff or support staff.
- Should any members of staff be working in either the Studio, Staffroom, or the upstairs offices, to check the Rockpool to alert anyone in there (as there is no phone in this room) and then everyone should then move to the Studio quickly and quietly and close the doors.
- The Headteacher/Assistant Headteacher/Site Supervisor will walk around the outside perimeter of the school (if safe to do so) to ensure that any staff and pupils working outside have been alerted to the full lock down status and have returned inside the school building.
- The Headteacher/Assistant Headteacher/Site Supervisor will then walk through the school and ensure that all external doors are closed and locked. The main entrance to the school and office window/hatch should also be closed and locked.
- Internal classroom doors and windows will be closed and blinds pulled closed.
- Pupils to sit together quietly and out of sight as much as possible.
- Teachers to do a head count of pupils in their class. If anyone appears to be missing, the office should be informed immediately. The Head Teacher and emergency services should be made aware of any pupils not accounted for. Staff should not search for missing pupils unless it is certain where the child is, the location is nearby and there is no apparent risk in that vicinity.
- Staff should support children in keeping quiet and calm – reading a story is a perfect activity.
- The school will remain in full lock down until it is lifted by a member of the Senior Leadership Team.
- At any point during the lock down, the fire alarm may sound which will be a cue to evacuate the building. In this case normal fire evacuation procedures should be followed and classes should assemble at the normal fire assembly point in the small playground.

Communication between Parents and the school

- School lock down policy will be available on the school website and parents will be signposted to this information periodically in routine communication, such as newsletters.
- In the event of a full lock down, the incident or development will be communicated to parents as soon as is reasonably practicable. Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.
- The office staff will send a text message via Group Call Messenger as follows:

“The school has gone into full lock down. This is because... Every effort is being taken to keep pupils safe. During this period telephones and entrances will be unmanned, external doors locked and nobody allowed in or out. Please do not contact the school as this will tie up emergency telephone communications. Do not come into school as your child cannot be released to you. Please wait for the school to contact you when it is safe to come and collect your child/ren.”

- The school site may be cordoned off by the emergency services depending on the severity of the incident that has triggered the lock down.

End of Lockdown

All staff and pupils will be notified of the end of the lockdown by the Head Teacher/Assistant Head Teacher/Site Supervisor.