



## Lockdown guidance and procedures

There is a wide variety 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, 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 or other dangerous animal

Schools may find it helpful to incorporate the following key principles:

- Staff are alerted to the activation of the plan by recognised signals, audible throughout the school
- Pupils who are outside of the school building are brought inside as quickly as possible
- 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 locked)
- Once in lockdown mode, staff should notify the office 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, the school should establish communication with the Emergency Services as soon as possible
- The Local Authority should be notified via the appropriate number
- If necessary, parents should be notified as soon as it is practicable to do so via the school's communication system; however, parents are not permitted to collect their children during a lock down procedure
- 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 SLT, school administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, 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 is also good practice to:

1. Conduct a number of table top exercises with the senior management team to test the procedures against various scenarios
2. Rehearse lockdown arrangements with all staff and pupils
3. Display lockdown drill information in every classroom alongside information relating to fire drill

## St Mary's Lockdown Arrangements

The school has two levels of Lockdown – PARTIAL and FULL.

- **Partial Lockdown:** This may be 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 lockdown is a precautionary measure which ensures that the school is in a state of readiness should a situation escalate, whilst also enabling a degree of normality to continue.
- **Full Lockdown:** This signifies an immediate threat to the school and may be an escalation of a partial lockdown. There is no attempt to continue normal business inside the school building and no movement around the school unless absolutely necessary and in response to changing circumstances.

## **Partial Lockdown procedures:**

**Alert to staff:** Once the HT has decided to instigate a partial lockdown, the office staff will:

1. Call all classrooms and state 'Partial lockdown' to the teacher in charge of the class at the time. The teacher must share this status with any other adult in the classroom for example teaching assistants. Office staff will share this calling process between them.  
AH – Foundation, library, Y1 and Y2  
CJ (if not here AH) – Y3 and 4, Hall, The Space, The Hub  
PR – Upstairs rooms, Food Tech room, Music room  
SR (if not here PR) – Y5 and 6, Art room
2. Call the Site Manager to ensure that he is aware of the Partial Lockdown status.
3. Contact the Local Authority and Emergency Services (probably Police).
4. Send a short, internal email to all staff (allstaff@e-mail.st-marys.poole.sch.uk) advising of the situation; all teachers during partial lockdown should be logged into their email system as this will be a discrete tool for circulating non urgent information.

## **Immediate action:**

- All outside activity to cease immediately; pupils and staff return to the main building closing doors behind them.
- HT will walk around the outside perimeter of the school and ensure that any staff and children working outside are alerted to the partial lockdown status.
- If it is break time, the school will firstly decide if the instigation of partial lockdown can be delayed until the end of break; this will help to avoid confusion. However, if it must be instigated during break time, the 'wet weather bell' will be rung as a prompt for children and staff to come inside; Senior Staff will move quickly through the playground instructing all staff and children to move indoors.
- All staff and pupils remain in building and external doors and windows locked.
- Site Manager and HT will walk through the school and ensure that all external doors are closed. Most of the doors, once shut, cannot be opened from the outside; those that can be opened (e.g. front door) will be locked.
- Free movement will be permitted within the building unless circumstances are such that this is not possible.
- 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 Local Authority and Emergency Services and changing circumstances.
- Emergency Services will advise as to the best course of action in respect of the prevailing threat.

## **Full Lockdown procedures:**

**Alert Lockdown procedures:** Once the HT has decided to instigate a full lockdown, the office staff will:

1. Call all classrooms and state 'Full lockdown' to the teacher in charge of the class at the time. The teacher must share this status with any other adult in the classroom for example teaching assistants. Office staff will share this calling process between them.  
AH – Foundation, library, Y1 and Y2  
CJ (if not here AH) – Y3 and 4, Hall, The Space, The Hub  
PR – Upstairs rooms, Food Tech room, Music room  
SR (if not here PR) – Y5 and 6, Art room
2. Call the Site Manager to ensure that he is aware of the Full Lockdown status and assist with the locking process.
3. Contact the Local Authority and Emergency Services (probably Police).

**Immediate action:**

- Office staff will move into the Business Managers Room which will still enable communication with the rest of the school and emergency services.
- All pupils and staff return immediately to their classrooms or, if there is a risk associated with accessing any particular classroom, go into another nearby room
- Site Manager and HT will walk through the school and ensure that all external doors are closed. Most of the doors, once shut, cannot be opened from the outside; those that can be opened (e.g. front door) will be locked. The main entrance into the school will also be locked.
- Classroom doors locked where this is possible. Classroom windows will be locked and blinds will be drawn.
- Pupils sit together, quietly and out of sight as much as possible (eg under desk or around a corner)
- Each teacher to do a head count of the children in their class. If this suggests that not all children are accounted for, take a register. Call through to the office **ONLY IF A CHILD IS MISSING** (call 201). HT and Emergency Services should be made aware of any children not accounted for; staff should not search for a missing child unless it is certain where that child is, the location is nearby and there is not apparent risk to that vicinity.
- Staff should avoid making unnecessary calls to the central office as this could delay more vital communication.
- School remains in full lockdown until it is lifted by a senior member of staff. The lifting of full lockdown – or the downgrading to partial lockdown – will initially be shared via the telephone intercom system.
- At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

**Communication between parents and the school**

- School lockdown procedures, especially arrangements for communicating with parents, will be on the school website and parents will be signposted to this information periodically in routine communication such as newsletters.
- In the event of the full lockdown, the incident or development will be communicated to parents as soon as is practicable. Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.
- The office staff, once secure themselves and have instigated all other processes outlined above will send a text message via Group Call stating *'The school has gone into full lockdown. This is because.....Every effort is being taken to keep the children safe. During this period, the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out. Do not contact the school as this will tie up emergency telephone communications. Do not come to the school as your child cannot be released to you. Wait for the school to contact you when it is safe to come and collect your child'*.
- 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.