



Milldown CE Academy

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Lockdown Guidance and Procedures Policy

<i>Policy approved by</i>	<i>(Governing Body)</i>	<i>Date: July 2020</i>
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Lockdown Guidance and Procedures

The Government requires all council sites including schools to consider the need for robust and tested lockdown procedures.

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, students, parents or visitors.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. This may also include where there is a need to restrict the movement of students 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 to be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required.

There is a wide variety of scenarios which may trigger a school's lock down procedures. Some examples may include:

- A reported incident, e.g. 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 animals

School Security

In developing a viable and robust lockdown procedure for Milldown CE Academy we have in place a number of physical systems to improve security.

These include:

- Perimeter fencing around the entire site making it difficult to access the playground when it is locked.
- All gates are locked and can only be unlocked by a key or by a member of staff remotely.
- An internal wall in the foyer with electronically secured doors, so there is no access beyond.
- All classroom doors can be locked quickly and efficiently from inside.

To ensure the schools lockdown procedures are effective the school will:

- Conduct a number of table top exercises with the senior management team to test the procedures against various scenarios
- Rehearse lockdown arrangements with all staff and pupils – done in a suitable way that does not upset children i.e. with the use of a story 'Gorilla escaping from London Zoo'.
- Display lockdown drill information in every classroom alongside information relating to fire drills

Milldown CE Academy School Lockdown Arrangements

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

- Partial Lockdown: 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 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 or DHT has decided to instigate a partial lockdown, the office staff will:

1. Contact 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 contacting process between 2 of them. They will also call through to other non-year group linked spaces i.e. school field, staff PPA room, KS1 / KS2 library, Pastoral room etc.
2. Contact the Local Authority and Emergency Services.
3. Send a short, internal email to all staff 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 a break time, the 'wet play' procedure will be initiated 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 if on site, Finance Officer and HT will walk through the school and ensure that all external doors are closed and that the two external classrooms are secure. All doors, once shut, cannot be opened from the outside.
- 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 to staff: 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 contacting process between 2 of them. They will also call through to other non-year group linked spaces i.e. school field, staff PPA room, KS1 / KS2 library, Pastoral room etc.
2. Contact the Local Authority and Emergency Services.

Immediate action:

- Office staff will move into the Head's office which can be locked from the inside but 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.
- Finance Officer 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. The main entrance into the school will also be locked including the main door to the school office to prevent access to the school via the lobby.
- All classroom doors to be locked. Classroom windows will be closed / locked and blinds will be drawn.
- Pupils sit together, quietly and out of sight as much as possible (e.g. 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. 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 no apparent risk in 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 school email system – all staff to ensure that email accounts are open daily.
- At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building. All staff and children to make their way to the normal evacuation point on the field to the front of school unless instructed differently.

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 a 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 the text system 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 children.'*
- 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.

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<u>Lock Down Drill – Record and Review</u>			
Step	Initial response	Check	Staff Member
1.	Ensure all pupils are inside.		
2.	Secure all entrance points to the school.		
3.	Dial 999 for each emergency service that the incident requires.		
4.	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> 1. Block access points. 2. Sit on the floor, under tables or against the wall. 3. Keep out of sight and draw blinds to avoid detection. 4. Put mobile phones on silent 5. Stay away from windows and doors. 		
5.	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe.		
6.	Check for missing or injured staff members and pupils if it is safe to do so.		

7.	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.		
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Total time taken to secure sight:

Date:

*Staff in classroom to ensure class laptop is on and staff email open for updates regarding the situation – these will be sent via email to **ALL** staff.

Lockdown Drill Review (example)	
Concern / Issue	Action
Sitting places of children	Children to sit on carpet – blinds need to be fitted to cover all window spaces.
Safety of children in outside classrooms (Y5/Y6)	<p>If safe, one member of staff to lock external door (main) and re-enter the main school site.</p> <p>Use of phone in classrooms – Yr5 and Yr6.</p>