



# *St Mary's CE Primary School*

## 'Nurturing Success'



### Lock Down Procedure

As part of our safeguarding and Health & Safety arrangements in school, all staff need to be aware that in certain rare circumstances we may need to follow a 'lock down' procedure to ensure that all children, staff and visitors are safe and secure.

This procedure will be implemented where there may be a serious or potentially serious risk to the school community such as:

- A dangerous animal on site
- An intruder on site
- A major fire or chemical spillage in the vicinity

In addition to our normal site security arrangements, in such circumstances it may be necessary to implement a PARTIAL or FULL LOCKDOWN.

The need to initiate such procedures will be minimised by the consistent implementation and operation of our day to day site security procedures by **all staff**.

### **PROCEDURES**

**The headteacher, or in her absence a member of the senior leadership team, will take responsibility for managing the situation and communicating to staff and other external services or delegating this responsibility depending on the circumstances.**

**In the event of a lockdown, staff will be kept informed by the leadership team.**

**Effective communication of information and instructions to staff is key to the operation of this procedure**

It is impossible to predict circumstances that might require such action, the time of day or the time of year. The age of the children will affect where the children are and how they are dispersed. Therefore detailed procedures cannot be laid down and staff need to understand that they may need to make a professional judgement in certain circumstances that is dictated by the need to protect the children in their care and themselves as effectively as possible. In doing so they may need to depart from the following general procedures but must be able to justify such actions.

### **INITIAL NOTIFICATION**

**Everyone will be notified of PARTIAL Lockdown by the office / school staff communicating with everyone verbally. This is likely to be initiated by the head or senior staff but other staff may initiate the alert if senior staff cannot be consulted.**

### **PARTIAL LOCKDOWN immediate action**

- Staff remain calm and will tell children to remain calm, be quiet and follow instructions
- All pupils and staff must remain in the building
- All outside activities must cease and staff must supervise calm return to the nearest safe entrance
- All external doors are made secure but ensuring that if evacuation is required that all emergency exits are operational
- No one is allowed to leave the building
- Staff will be responsible for ensuring children with specific SEND are supported in such situations
- Class registers and staff list are checked and office updated and missing children or staff reported.
- Where appropriate, free movement is allowed within the building and as far as possible normal activities continue

Once all pupils, staff and visitors are safe, the senior staff will conduct an ongoing Risk Assessment and inform all supervising staff of the next steps by direct contact

**Staff await further instructions.**

If required **Emergency Services and the LA Critical Incident Team will be contacted. (01482-392999)**

### **FULL LOCKDOWN immediate action**

**Staff will be notified of FULL Lockdown by the sounding of a repeating short start-stop ring either from the school bell or whistle internally and outside.**

This signifies an immediate threat and could be an escalation of a partial lockdown or a new danger. **The following measures must be taken unless the developing situation requires staff decisions to take alternative actions in the interests of the immediate safety of children and staff.**

**In brief we will follow the CLOSE procedure**

- **Close all windows, doors and blinds**
- **Lock up**
- **Stay out of sight and minimise movement**
- **Stay silent and avoid drawing attention**
- **Endure. Be aware you may be there for some time**

**In detail**

- All pupils and staff must remain in the building
- Admin staff remain if possible in the office area

- All outside activities must cease and staff must supervise calm return to the nearest safe entrance
- All external doors are made secure but ensuring that if evacuation is required that all emergency exits are operational
- Staff will be responsible for ensuring children with specific SEND are supported in such situations
- No one is allowed to leave the building
- Windows secured and blinds drawn
- Classroom doors where possible closed and if needed barricaded
- Class registers and staff list are checked if possible, office updated and missing children or staff reported
- Pupils sit quietly out of sight as much as possible
- Lights, white boards and class computers / tablets turned off
- If possible staff keep lap top, tablet, PC open to receive internal communications.
- **Emergency Services and the LA Critical Incident (01482-392999) number contacted.**
- **Staff await further instructions**
- Staff and children remain in lockdown until it has been lifted by the agreed signal.

### **Suspending of Lock Down**

If a decision has been made to suspend the Partial or Full lockdown the verbal message **STAND DOWN** will be communicated.

If moving from Full to Partial lockdown staff will be made aware of this level of de-escalation in the most appropriate way depending on the circumstances.

### **Intruder in the building**

If an intruder has entered the building, alternative procedures may need to be made on the spot and children and staff will be directed to the nearest classroom or secured space. The emergency services would need to be contacted immediately.

### **Communication with parents**

Parents will, if possible, be alerted to Full lockdowns by text / email as soon as practicable. They will be reminded not to contact the school or come to the school as this will get in the way of emergency communication and Emergency Services. They will be reassured and asked to wait for further information or advice.

### **Lockdown Practice and simulation**

The lockdown procedure will be shared with all staff with training provided as part of annual INSET training.

SLT and other appropriate staff will test the above procedures against a number of varied scenarios in order to identify any site specific issues that require further development of the procedures.