



Emergency Lockdown of Buildings Policy

Date approved by the Full Governing Body: - July 2024

Date of review: - July 2025

Rationale

A lockdown of a building or group of buildings is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside. By controlling entry/exit and movement, emergency personnel are better able to contain and handle any threats. These procedures have been written to provide information of what should happen if the school receives a serious threat to its wellbeing and needs to take swift safety precautions to protect staff and students.

Reasons for a lock down

- An incident or civil disturbance in the local community which poses a risk to the school (partial lockdown which may move to full lock down)
- An intruder on the site with the potential to pose a risk to the school (full lock down)
- Local risk of air pollution, such as a smoke plume or gas cloud (partial lock down)
- A major fire in the vicinity of the school (partial lock down)
- A dangerous dog roaming loose (partial lock down if in grounds, full lock down if in building)

Guidelines

Should a threat be made to the school, the Headteacher/Deputy Headteacher, or if the Headteacher or Deputy Headteacher are unavailable, a member of the Senior Management Team (Karen Cooper and Lily Hill-Venning) should be contacted immediately. SMT will assume control and contact the authorities/delegate responsibilities. If it is decided that the school should take action, the following procedures should be followed.

A notification to staff to lockdown will be sent by the Admin Team or from the SMT through the use of **air horns**, which will be taken around the school and sounded, including the school grounds. There will be a series of short blasts on the horns as the adults walk around the school.

Action to take on hearing the alarm

On hearing the alarm, staff should immediately take the following action.

- If you are in a classroom, room or office, stay there, secure the door and windows
- If you are in a corridor or outside go into the closest office / classroom not already secured and lock the door and windows where possible
- Close curtains or blinds where possible
- Stay away from windows and doors
- Stay low and quiet
- Staff should encourage the pupils to keep calm
- Take a head count/class register (using class list) to ensure all children are accounted for. Use your mobile phone to contact the admin office/Headteacher if there are issues regards numbers.
- A member of SMT or Admin Team will contact the emergency services.

- A member of SMT or Admin Team will monitor emails and the phones and will then establish which room any children missing from class are in until all children are accounted for.
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system.
- Pupils **will not** be released to parents during a lockdown.

Children should be taught CLOSE:

- **C**lose all windows and doors
- **L**ock up
- **O**ut of sight and minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure – be aware you may be in lockdown for some time

Actions to Avoid:

- Do not open the door once it has been secured until the 'all clear' has been given
- Do not use or hide in toilets
- Do not travel down long corridors
- Do not assemble in large open areas

If you are outside, escort pupils into the nearest building/room.

If you are in the corridors or communal areas, go to the nearest classroom or office.

Admin Staff or SMT will secure the outside doors.

NB. If the fire alarm is activated during a lockdown, **remain** where you are and await further instructions.

Communication that the site is safe

A member of SMT/Admin Office will **visit** each room and introduce themselves. They will knock clearly on the door, say their name and tell you it is safe to move around.

Training

It is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, 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 practise 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. The school should conduct a number of table top exercises with the senior management team to test the procedures against various scenarios. They should also rehearse lockdown arrangements with all staff and pupils.

In reality, we can never fully plan for every eventuality and the above practices and procedures will be followed where humanly possible. In extenuating circumstances, e.g. where an intruder is in the grounds and an adult/pupils may be at the top end of the allotments, common sense will prevail, e.g. don't walk in front of the intruder to get to a classroom, but stay low and quiet.