LOCKDOWN
POLICY & PROCEDURES

GREAT MEOLS
PRIMARY SCHOOL

CONTENTS

1. **<u>RATIONALE</u>**

All schools should consider the need for robust and tested lockdown procedures as on very rare occasions it may be necessary to seal off the school. 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, pupils and visitors in the school.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors. Lock down procedures may be activated in response to any number of situations, but some of the more typical might be:

   a) An intruder on the school's site or nearby
   b) An irate parent/carer in the school grounds
   c) A reported incident, such as a civil disturbance or risk of air pollution
   d) A fire adjacent to the school
   e) A dangerous dog or another animal which is nearby
   f) A firearms or weapons attack

Lockdown drills will take place annually to ensure staff and children know what to do in such a situation.

2. PROCEDURES

2.1. Management and Control

Responsibility	Nominated person
Initial contact with the emergency services	**Headteacher and/or Business Manager**
Securing the site	**Site Manager and Deputy Headteacher**
Pupil control	**Teachers**
Communication with parents	**Business Manager**

Signals	
Full lockdown signal	**x5 - 5 second bursts of school bell**
All-clear signal	**x1 - 30 second blast of school bell**

Other arrangements	
'Safe areas'	**Classrooms**
Outdoor evacuation area	**Fire Assembly point on field**
Off-site evacuation area	**St John's Church**
Communication arrangements	**Mobile phones** **Chat function on Googlemail/website**

2.2. <u>Person in Charge</u>

a) The Headteacher and SLT will be notified and, together with the Business Manager, they will meet in the Headteacher's office (if able to).
b) The most senior person in the school will take charge.
c) This person will contact and be guided by the Police.
d) If a decision is to move into lockdown, they will send a message to staff at different locations, 'to move into your safe areas' via the Chat function on Googlemail.
e) The full lockdown signal will be sounded using the school bell. A message will be sent on the Chat function on Googlemail to all staff.
f) They will communicate the reason/s why, however; care should be taken so as not to cause undue concern.
g) They will remain in contact with everyone at each location in order to provide updated information and instructions.
h) They will take account of welfare considerations including medical needs, food and drinks, toileting, etc.
i) If there is no longer a threat they will send an 'all clear' message, using the Chat function on Googlemail and using the school bell.

2.3. <u>Staff</u>

a) The school bell signal will activate the staff to move pupils to the nearest safe area to their immediate location, if possible:

- **Classrooms** - stay in rooms
- **Year 2** – go to Year 1 classrooms (2D to 1T and 2KP to 1J)
- **Playground** - back into the school/classroom
- **Playing field** - back into the school/classroom
- **Sports Hall/Hall** - stay**/**go to the Sports Hall
- **Kitchen** - go to the Sports Hall
- **Admin** – 2 x staff to FS1 and 2 x staff to FS2 classrooms
- **Caretakers/Cleaners** – go to nearest safe place

b) Staff will close doors, windows and blinds and premises staff will lock doors and gates, if possible.
c) At all times and where possible they will stay away from external windows.
d) Care should be taken so as not to obstruct evacuation.
e) Staff at the locations should ensure that they remain in contact with the person in charge for updates and further instructions.
f) Support the children to keep calm and quiet

NO ONE SHOULD MOVE ABOUT THE SCHOOL.

The **CLOSE** procedure may help you remember what to do:

- **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 lock down for some time

2.4. Stay Safe Procedures:

In the event that there is an internal threat, the Stay Safe Procedures will take primacy:

RUN
- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Insist others leave with you
- Leave all belongings behind.

HIDE
- If you can't RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they can see you
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone
- Lock/barricade yourself in
- Move away from the door

TELL
- Call 999 – What do the police need to know?
- Location – Where are the suspects?
- Direction – Where were the suspects last seen?
- Descriptions – Describe attackers, numbers features clothing etc.
- Further Information – Casualties, types of injury, building info, hostages

ARMED POLICE RESPONSE
- Follow officers instructions
- Remain calm

2.5. Post Event

a) Parents and Chair of Governors will be notified as soon as it is practical using the Messaging system via text message and email conveying a corporate message that, 'safety was always paramount'. Advice from our security provider, Atlas, indicates to not do this during the incident as parents will naturally be very concerned, probably come to the school site and lead to more individuals potentially being in danger.

b) The Head teacher will organise a de-brief with relevant parties.

3. PROCEDURE CHECKLIST

Lockdown Procedure Checklist	
Initial implementation	✓
The school / Headteacher is made aware of the type of incident that requires the lockdown procedure to be implemented.	
The Headteacher makes the decision to implement the lockdown procedure.	
The lockdown signal is given: x5 – 5 second bursts of school bell	
Staff to use mobile phones and the Chat function on Googlemail to ensure all staff members are aware of the incident that has occurred and lockdown procedure to be implemented.	
The Site Manager and Deputy Headteacher to assist in making the site secure – lock gates and front door if safe to do so.	
The Headteacher (and/or Business Manager) to contact the relevant emergency services and/or Atlas Alarms to alert them of the incident and they are kept up-to-date, as necessary. Atlas: 0151 666 2400 and the LA: 0151 666 5265.	
Immediate action	✓
All outdoor activity is ceased immediately; staff to escort pupils and visitors inside the school building, unless it is unsafe to do so, and staff to ensure all doors are securely locked.	
Staff, pupils and visitors that remain outside during the lockdown follow 'stay safe' procedures of run and hide until the emergency services arrive.	
The Deputy Headteacher and Site Manager check outdoor areas and ensure all pupils, staff and visitors are inside the school building.	
When all personnel and pupils are inside, all external doors and windows are locked and blinds or curtains closed until the 'all clear' signal (1 x 30 second blast the school bell) is given or unless otherwise instructed by the Headteacher or emergency services.	
The Deputy Headteacher and Site Manager check all external doors and windows are locked.	
All internal doors to safe areas are locked.	
Access points to safe areas are blocked off by moving furniture to obstruct doorways.	
Lights in all safe areas are turned off.	
Classroom teachers take the register using a headcount approach followed by a full register on Arbor. Staff to notify the Headteacher if any pupils are not accounted for via mobile phone or Google Chat, and an immediate search is instigated where appropriate and if it is safe to do so.	
The Business Manager will use the signing in register to check all visitors and staff are present. Staff to notify the Headteacher and Business Manager if any members of staff or visitors are not accounted for via mobile phone or Google Chat, and an immediate search is instigated where appropriate and if it is safe to do so.	
Verbal communication via mobile phones is kept to essential communication. All mobile phones are turned onto silent and communication devices are not used if it would be unsafe to do so, e.g. if usage would lead to the location being revealed.	
Pupils, staff and visitors sit quietly, away from doors and windows, and out of sight, e.g. under a desk.	
All staff, pupils and visitors remain in their safe area unless otherwise stated by the Headteacher or emergency services.	

All pupils, staff members and visitors are made aware of their nearest exit point in case a hostile intruder manages to gain access to the safe area.	
Pupils and visitors must be kept calm during the lockdown.	
No pupil is released to their parents during the lockdown.	
The Headteacher to keep in contact with the relevant emergency services to assess the best course of action in respect of the incident.	
If it is necessary to evacuate the building, the fire alarm evacuation signal is sounded.	
The rest of the building is evacuated to the designated evacuation point if someone is taken hostage on the school site.	
Further action after the lockdown	✓
Sound the 'all clear' signal: 30 second blast of the school bell or otherwise instructed by the Headteacher or emergency services.	
Staff and children return to their classroom and register taken.	
Parents to be informed of the incident following the event. • Business Manager to update website with relevant message (this can be done remotely) • Business Manager to send text to parents (this can be done remotely) • Headteacher to inform Chair of Governors • Letters to be sent to parents	
The senior leadership team will review the full lockdown procedure for its effectiveness and make changes as necessary.	