

# Lockdown Procedure



Believe Enjoy Succeed Together  
"I can do everything through God who gives me strength"  
Philippians 4:13

## Cronton CE Primary School

### The KEYS Curriculum

Knowledge and skills

Empower

You to

Succeed

### Keys To Success



Knowledge



Skills



Vocabulary



## **Cronton Church of England Primary School**

### **School Lockdown Procedure**

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 and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- 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).
- The close proximity of a dangerous dog roaming loose.
- A major fire in the vicinity of the school.

#### **Immediate action:**

- All outside activity to cease immediately, pupils and staff return to building.
- All staff and pupils remain in building and external doors and windows locked.
- All pupils return to classroom.
- External doors locked. Classroom doors blocked/locked.
- Any shutters closed immediately. (If it is safe to do so)
- Doors locked, windows locked, blinds drawn, lights turned off, pupils sit quietly, away from windows and out of sight glass where possible.
- Register taken/head count – message to be sent via school email address (crontonce@ldst.org.uk) confirming all present or if there are any discrepancies. Any additional children that have taken refuge in a different classroom, this should be reported to the office also to enable them to be accounted for.
- Staff and pupils remain in lockdown until it has been lifted by an authorised staff member/emergency services.
- During the lockdown, staff will keep agreed lines of communication open, via email.
- If the fire alarm sounds during the lockdown nobody should evacuate as this may be set off deliberately by an intruder. It is safer to stay locked down. In the event of a fire being discovered the emergency services should be informed.

## **Communication between parents and the school**

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website, parent mail or school app.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for you to come get their children, and where this will be from.

Parents will be told

***'... the school is in a full lockdown situation. During this period the phones and entrances will be un-manned, external doors locked and nobody allowed in or out...'***

### **Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. 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.

## Full Lockdown procedure

Signals	<p>Staff will be alerted to the activation of the plan via the sound of the Lockdown alarm. (School bell)</p> <p>The signal for the all clear will be verbally by Head Teacher as soon as it is safe to do so. Do not exit lockdown unless you have been advised by the Head Teacher.</p>
Lockdown	<p>Front doors to be locked immediately.</p> <p>Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. The alert for outside will be the sound of the alarm. (School bell) Class Teachers will be responsible for own class.</p> <p><b>Outside – Field</b> -If the field is being used, the member of staff will be notified as quickly as possible. They will be advised to stay on the field and out of view until they are given the all-clear to return to school.</p> <p><b>Outside-Playground</b> – Children to be brought into school as quickly as possible.</p> <p><b>Inside – Pupils</b> and staff will be alerted to this by verbal communication or the alarm being sounded. Whoever initially calls for lockdown will inform the reception before anyone else. All staff to take action to increase protection from attack: Secure access points – External doors, fire doors, Internal doors and windows, draw blinds and close shutters where possible, children will all sit away from external windows and sight glass.</p> <p>Those inside the school should remain in their classrooms. All doors and windows should be secured including classroom doors. Please lock classroom doors where possible. Wedges can be used to secure doors closed from the inside.</p> <p>(Alternatively, ask pupils to hide or disperse if this will improve their safety).</p> <p><b>Nursery</b>- Between the kitchen and back exit of Nursery by the stockroom.</p> <p><b>Reception</b> – On the carpet by the stockroom</p> <p><b>Year 1</b> – On the carpet in the corner to the right of the board.</p> <p><b>Year 2</b> – On the carpet space by the whiteboard</p> <p><b>Year 3</b> – Underneath the cupboards by window</p> <p><b>Year 4</b> – Infront of the cupboards</p> <p><b>Year 5</b> – Infront of the cupboard door</p> <p><b>Year 6</b> -By the door to the library.</p> <p><b>Hall</b> – By the back wall to the left of the PE store (lock all doors)</p> <p><b>Office</b> – Meeting room, out of sight around the corner</p> <p><b>Kitchen</b> – Toilet area – lock door</p> <p><b>Other staff</b> –move quickly into the nearest room and secure the door. Sit on the floor, under tables or against a wall. Keep out of sight and draw curtains / blinds. Turn off lights and stay away from windows and doors. Once in lockdown mode, staff should notify the office via Simms or WhatsApp immediately of any pupils not accounted for. Staff to gather all essential resources if safe to do so. Staff should encourage the pupils to keep calm.</p>

	<b>If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site</b>
Communication arrangements	<b>Call emergency services</b> - Dial 999. As appropriate, the school office, SLT will establish communication with the Emergency Services and notify the Local Authority by the School Emergency' phone number. <b>Parents/Carers-</b> Parents will be notified as soon as it is practicable to do so via messaging app. Pupils will not be released to parents during a lockdown. Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.
Evacuation	If it is necessary to evacuate the building, everyone will be alerted via verbal communication.
<b>Partial Lockdown</b>	
Alert	Alert to staff: 'Partial lockdown' will be announced via verbal communication. 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.
Immediate action	All outside activity to cease immediately, pupils and staff return to building. Staff will be notified by SLT. All staff and pupils remain in the building and external doors and windows locked. Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff. Staff to locate class 'grab bag' if safe to do so
Risk Assessment	All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. 'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate. In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat. If necessary, a partial lockdown may be escalated to a full lockdown. Staff will be alerted via Emergency Email.
Drill	It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year.