



# LOCKDOWN POLICY AND PROCEDURES

Title	LOCKDOWN POLICY AND PROCEDURES (HS06)
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## 1. Introduction

This policy and procedures set standards and define the procedures that we expect all school staff, employees paid or voluntary as well as contracted third party providers to follow.

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 and security of pupils and staff.

This document details as far as possible standard actions to be taken, whilst understanding that every incident is different, and staff need to remain flexible in dealing with the prevailing threat. This document should be reviewed following any incident or practice drill.

References:

- Surrey County Council Lockdown Procedures, Guidance for Schools
- NaCTSO Guidance Note 1/2015

Lockdown procedures may be required as a response to any number of situations, but some of the more typical might be:

- A reported terrorist incident or civil disturbance in the local community
- A dangerous intruder on the school site
- A toxic chemical spill in the local area
- A major fire in the vicinity of the school but off school grounds
- The close proximity of a dangerous dog/horse roaming loose

## 2. Responsibilities

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. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

Any member of staff must report any hazard or threat which might potentially lead to a lockdown situation to one or more of the following people:

- Headteacher
- Commercial Director
- Facilities Manager
- Caretakers
- Reception
- Supervisors

The designated Lockdown Manager will be the person from the list above who receives the threat notification and activates the lockdown. Their role is to initiate and manage the lockdown until the arrival of the Emergency Services. They must:

- Initiate the lockdown via the procedures outlined below
- Contact the emergency services via 999 where appropriate
- Coordinate with Facilities staff regarding locking of buildings
- Coordinate with emergency services as necessary throughout the incident

### **3. Lockdown Procedures**

A lockdown may be instigated as a direct response to an immediate threat.

Lockdown actions and procedures are contained within the school Action Cards, located at reception and on the staff website. All staff should familiarise themselves with the Action Cards. The cards related to lockdown are as follows:

- Action Card 4a – Reception
- Action Card 4b – Facilities
- Action Card 4c – Other members of Staff

#### Immediate Actions to be taken:

- All outside activity to stop, pupils and staff to return to the nearest building unless doing so will endanger them. If they remain outside they are to hide in the Kindergarten play area
- Once staff and pupils are inside buildings all external doors should be shut and locked where practicable
- Classroom doors should be locked where possible, windows shut, blinds drawn
- Pupils and staff should sit calmly and quietly out of sight in a location that would protect them as much as possible
- Lights, computer monitors, smartboards must be turned off
- Mobile phones must be on silent mode or off so they cannot accidentally give away your position
- A register should be taken and communicated to Douglas House if possible
- Await further instructions from Emergency Services
- If the fire alarm is activated during the lockdown, wait for verbal instructions to evacuate the building

### **4. 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. 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 initially be told:

'The school is in a lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out. Do not come to the school until asked to do so.'

## **5. 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.

Emergency Services will support the decision of the Head Teacher with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Richmond Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

## **6. Lockdown Manager Aide Memoir**

Emergency radios are held by caretakers and in the Facilities Office.

Contact numbers for staff are listed in the school's telephone list.

Once in lockdown mode, staff should notify reception immediately of any pupils not accounted for via phone and instigate an immediate search for anyone missing if safe to do so.

Staff should encourage the pupils to keep calm.

Pupils will not be released to parents during a lockdown.