



All Saints Benhilton C of E Primary School

Lockdown Policy

Mission Statement

Together, within God's love, we nurture and inspire today's minds for tomorrow's challenges.



Reviewed by
The Governing
Body

Date: June 2020

Last reviewed on: June 2020

Next review due
by: June 2022

Introduction and Rationale

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 students in the school. Procedures should aim to minimise any disruption to the learning environment, whilst ensuring the safety of all students 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 students in the school).
- An intruder on the school site (with the potential to pose a risk to staff and students).
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc.).
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

This list of situations is not exhaustive but are some of the main examples given in the guidance from Sutton and Kingston local authority “Lockdown Procedures Guidance For Schools May 2017.”

Lockdown procedures can also be known as ‘sheltering in place’, and this may be a more suitable term to use with pupils.

Given the variety of possible incidents there are two types of lockdown, ‘partial’ and ‘full’; these are outlined below.

Lockdown Signal:

It is important to ensure that all classroom and office staff have a clear understanding of the signals for both ‘partial’ and ‘full’ lockdown, so that they are able to implement it quickly and effectively.

- In the first instance, a pop up will appear on all staff computers (both classroom and office based) initiating lockdown.
- Subsequently, staff will use word of mouth between each other confirming either ‘partial’ or ‘full’ lockdown. This would be of particular importance in the event of a lockdown scenario during break time, where the alert would need to be communicated to duty staff.

1. Partial Lockdown:

Alert to staff: Partial Lockdown.

In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, teaching and work can continue as usual. During a partial lockdown, children are not allowed outside. As a result, break and lunchtimes will be conducted inside, following the routine for wet play.

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.
- Free movement may be permitted within the building dependent upon circumstances.

- Staff should await further instructions.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an ongoing 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.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

2. Full Lockdown:

Alert to staff: Full Lockdown.

A full lockdown, signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

Immediate Action Classroom Staff:

- All activities should cease immediately.
- It is imperative to remain calm and move/act robustly.
- If you are outside with your class, return to the building via the nearest door in a calmly fashion, locking it behind the last person, making sure that you can see no other children or staff in the area behind you.
- Go to the nearest available classroom in an orderly manner even if this is not your classroom), locking all outside doors.
- Close all the windows and blinds.
- Lock all doors and windows.
- Seat the children away from the windows, underneath the tables.
- Carry out a head-count and or register.
- Adults to sit underneath tables and away from windows.

Optional Discreet Communication:

- If it is safe to do so, and you have it with you, retrieve your mobile phone (set to silent).
- If it is safe to do so, switch on a PC and log in to your staff email account and inform the office of your class number and if anyone is missing.
- Once the Lockdown has been activated, communication may be possible via staff e-mail and could be accessed via the computer or mobile phone.

Immediate Action Office Staff:

- One member of staff should lock any other rooms nearby including the office doors.
- Keep any children in the medical room with you.
- Lower the blinds.
- Once registers have been completed, remain out of sight and under the tables.
- Call 999 if possible (unless already in contact with the police).

Optional Discreet Communication:

- If it is safe to do so, and you have it with you, retrieve your mobile phone (set to silent).
- Once the Lockdown has been activated, communication may be possible via staff e-mail and

could be accessed via the computer or mobile phone.

Lunchtime/Break Time Procedure

- Once duty staff have been alerted, they should direct children to the nearest external door into the building.
- A member of staff should remain by each of the external doors until all children and staff are off the playground, after which they should lock it and remain in the nearest room/classroom.
- Follow the procedures above, at any point during the lockdown.

Visitors or Governors in School

- If any visitors or governors are in school when a lock down occurs, they must stay with the class or adults they are visiting.

Communication between Parents and the School

- In the event of an actual lockdown, parents should be communicated with as soon as is practicable via email. If possible, this task should be carried out by office staff, but if this is not possible then this should be completed by the School Leadership Team.
- Parents will be concerned, but regular communication of accurate information will help to alleviate undue anxiety.
- 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 their 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 them to come and collect their children, and where this will be from.
- Parents will be emailed to notify them that the lockdown is over.

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 regard to the timing of communication to parents.

All Clear Signal:

The Head teacher or Deputy Head teacher will come around and inform staff that all is clear. After the 'All Clear', further instructions will be provided on actions for the remainder of the day.



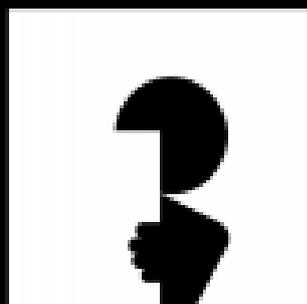
**COUNTER
TERRORISM
POLICING**

ACT

**ACTION
COUNTERS
TERRORISM**

IN THE RARE EVENT OF
a firearms or weapons attack

RUN HIDE TELL



RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL the police by calling 999.