

# Church Broughton Primary School

## Lockdown Procedures

This policy has been reviewed on 13<sup>th</sup> January 2020 and has been impact assessed in the light of all other school policies and the Equality Act 2010

Governor Signature:

Date of Next Review:  
January 2021

### **In Case of Emergency:**

- Portable Alarm to be activated (one in each classroom and one in the office)

### **Response:**

- Remain in class area unless instructed to move elsewhere.
- Ensure external/internal doors are closed and locked where possible
- Windows to be closed and blinds drawn.
- Check nearest toilet/cloakroom areas for children
- Any staff/children outside should be brought inside as quickly and calmly as possible.
- Children to assemble as directed by the teacher – away from windows and doors as far as possible and in an area where least visible. Children and staff to get as close to the floor as possible, under tables if necessary. Consider locations that would be a protection from gunfire eg. behind a brick/reinforced wall.
- Lights, Interactive Whiteboards, Ipads and Laptops to be turned off.
- Mobile phones should be turned off or turned to silent.
- Staff to take a register of the children. Alert the Headteacher/Office Manager if anyone is missing.
- Await further instructions.

- Headteacher/Office Manager to check entrance/ office/ hall/ library /community room/ kitchen/ staff toilets – all blinds/curtains to be closed and doors locked. Any person found to be in these areas should go to the location as directed by the Headteacher/Office Manager.

Headteacher/Office Manager are responsible for alerting external agencies and when appropriate, the Chair of Governors. The County Council emergency planning team should also be alerted.

Headteacher/Office Manager are responsible for communication with parents, through text messaging. Part of the communication should inform parents that children will not be released to them during the lockdown and that they should not, under any circumstance attend the site until they are informed the lockdown is over.

If any group of children is offsite, the responsible member of staff should be informed that a lockdown is in place and the group should not return to the site until they have been notified the lockdown has been removed.

#### **In the Case of Evacuation:**

- The fire alarm will be activated
- Follow the usual Fire Evacuation procedures unless instructed to carry out alternative procedures.
- For alternative inside accommodation, proceed to St Michael's & All Angels Church.
- Headteacher/Office Manager to carry mobile phones.

#### **End of Lockdown:**

- Only the Headteacher/Office Manager to declare the lockdown to be over (this may be after advice from the emergency services)
- Once the lockdown is over, this should be communicated to parents and any relevant external agencies.

#### **Communication with Parents**

These procedures should not be shared in full with parents. Instead, arrangements for communicating with parents in the event of a lockdown will be shared on the school website and in the first instance, on the school newsletter. This includes:-

- Reassuring parents that the school is doing everything possible to ensure the safety of the children.
- Informing parents they should not contact school as this ties up telephone lines that may be required for contact with emergency services.
- Informing Parents they should not come to the site as this may interfere with the work of the emergency services and/or put themselves and others in danger.
- Informing parents they should wait to be contacted about when it is safe to collect their children,
- Informing parents if the lockdown is likely to continue beyond normal school hours.
- Informing parents if they do come to the site, under no circumstances will members of staff leave the building to communicate directly with them.

#### **Guidance Notes:**

- These procedures should be shared with children and practiced appropriately (once a year as a minimum)
- **These procedures are specific to certain circumstances and do not replace the guidance issued regarding actions to take in the event of a terrorist attack or similar. That guidance should still be followed where applicable.**
- The aim of these procedures is to ensure that staff and children are secure and in a safe location relevant to the threat that has activated the procedure, and that they remain in this location until the threat has been dealt with. The procedures should aim to keep disruption to a minimum so learning can carry on if possible. It is particularly important to try to reduce any anxiety that may be caused by the activation of these procedures.
- Examples of when these procedures may be activated include:-
  - A reported incident/civil disturbance in the local community with the potential to pose a risk to staff and children
  - An intruder on the site with potential to pose a risk to staff and children
  - A person on site who is known to pose a risk to staff and children

- A warning of chemical, biological or radiological contamination
- A major fire close to the site
- A dangerous animal roaming loose in the vicinity of the site
- The procedures should be displayed around school next to the Fire Evacuation procedures
- Staff should be a specific group within the text messaging system, this is so contact can be made during lockdown where direct communication is not possible.
- If the fire alarm goes off during lockdown, the Headteacher/Office Manager will check the panel to establish from which area the alarm has been activated from. Once the zone has been established and the area checked and there is no fire, the alarm should be silenced. In the event of a real fire, the Fire Service should be contacted and informed the site is in lockdown. The building should be evacuated to an assembly point as directed by the Headteacher/Office Manager. As normal escape routes and assembly points may not be accessible, staff should be aware of their alternative routes of escape and the alternative assembly point at the Church.
- **Partial Lockdown** – Staff/children should remain in the building and all door leading outside should be locked. All windows should also be locked. No one should be allowed to enter or leave the building. Anyone in the school grounds should return inside immediately at the direction of the Headteacher/Office Manager. However, activities within the building should continue as normal. In the event of a pollutant being present, all fans, air vents and heaters should be turned off and any cracks around doors/windows and any vents should be sealed. The Headteacher/Office Manager will conduct a risk assessment based on advice from the emergency services. The County Council's Emergency Planning Team should be informed. School should await further instructions from the emergency services.
- **Full Lockdown** – See the information at the top of these procedures. This signifies an immediate threat or may be an escalation of a Partial Lockdown.