Lockdown Policy

'Educational Inclusion' is about equal opportunities for all pupils. It pays particular attention to the provision for, and achievement of, different groups of pupils'

Developed by	**Senior Leader Team**
In consultation with	**Staff**
Responsible Committee	**Teaching and Learning**
Approval Date	**20/1/26**
Review Date	**31/1/27**
Communication	**Staff Shared Drive** **School Website**

1. **Introduction**

'Lockdown Security' 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, staff and visitors.

'Lockdown Security' procedures may be activated in response to any number of situations, which may include:

*   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.) or chemical, biological or radiological contaminants;
*   A major fire in the vicinity of the school;
*   The close proximity of a dangerous dog/animal roaming loose.

2. **'Lockdown Security' Alert (LSA)**

The nominated Lockdown Manager at the school is the Headteacher, Will McDonald, or Operations Manager Georgina Ritchie will assume this role in his absence. The Lockdown Manager will normally initiate, manage and conclude the 'Lockdown Security Alert' but it can be initiated by any member of staff using one of the eight emergency whistles. They will also communicate with the emergency services. The role and responsibilities of the Lockdown Manager are recorded in Appendix 1.

To signal a full LSA, the nearest emergency whistle should be accessed, blown three times followed by the clearly communicated words, "THIS IS A LOCKDOWN. SECURE YOUR CLASSROOMS." Every situation is different and it should be noted that any person initiating an LSA should not put themselves at any undue risk.

A partial lockdown will be communicated verbally by the Lockdown Manager as the nature of this type of lockdown usually affords the time to do so.

3. **Lockdown Security Arrangements**

    3.1   **Partial Lockdown**

In a partial 'Lockdown Security' staff and pupils must remain in the school building. No one can be allowed to enter or leave the building; however teaching and work should continue as usual if practicable to do so. 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, but whereby that risk is not immediate. It may also be as a result of a warning being received regarding the risk of air pollution, etc. especially any warning from the emergency services.

All situations are different. Once all staff and pupils are safely inside, the Leadership Team will conduct an ongoing and dynamic risk assessment based on any advice received from the Emergency Services.

A 'partial lockdown' may also be used as a precautionary measure; putting the school into 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.

Staff and pupils remain in 'Lockdown Security' until it has been lifted by the Lockdown Manager or senior member of the emergency services.

3.2 Full Lockdown

This signifies an immediate threat to the school and may be an escalation of a partial 'Lockdown Security'. The aim of a full 'Lockdown Security' is for the school and its rooms to appear empty.

Staff will keep agreed lines of communication open but not make unnecessary calls as this could delay more important communication. Staff are not to use the school's email system or internal phone lines as these may not be secure.

Staff and pupils remain in full lockdown until it has been lifted by the Lockdown Manager or senior member of the emergency services.

In a full lockdown, staff must move to the nearest lockable room and remain there until notified otherwise. See actions below for code words and signals.

Communication during any type of lockdown will be done via the school's 'TPS LOCKDOWN' WhatsApp group. The Lockdown Manager will communicate with staff using this. Upon entering a lockdown, staff will need to take their mobile phone with them. If they are in an area of the school away from where their phone is stored, they will need to enter lockdown and wait until the LM walks around to personally inform them it has ended using the code word (see below).

4. Communication with Parents and Carers

The Lockdown Manager will inform parents and carers that the school is in lockdown via the Bromcom emailing system using the following language. The LM will seek advice from both the emergency services and WSCC:

'The school is in a lockdown situation. During this period phones will not be answered; all doors are locked and nobody can enter or leave the site. We are working to ensure the safety of all our children. DO NOT come to the school until the incident has been resolved. We will keep you informed as best we can.'

During a 'Lockdown Security' no members of the public will be allowed into the school and parents/carers will be told not to travel to the school.

All staff, pupils and visitors to the school will not be allowed to leave the school until the lockdown has been declared over.

Parents and carers must not try to contact the school during the 'Lockdown Security'.

Pupils will not be dismissed to parents or carers until the incident has been declared over by the Lockdown Manager or senior member of the emergency services.

Appendix 1 –Roles and Responsibilities

Lockdown Manager - the Headteacher or in their absence, the Operations Manager

- Alert all staff and pupils of the need to lock down the school. If this is a Full Lockdown Signal then this will be done via the three blows on the emergency whistle followed by the phrase, "This is a lockdown. Secure your classrooms."

- Inform emergency services immediately.

- Inform parents/carers via Bromcom.

- Ensure communication networks with all key staff are established using the TPS LOCKDOWN WhatsApp group.

- The Lockdown Manager will seek, if safe to do so, to secure all outside doors. If doing so compromises their own personal safety then they will remain where they are.

Classroom Based Staff

- Lock all external doors and windows.

- If full lockdown, secure all internal doors – lock or barricade.

- Close and secure all windows.

- Close all curtains or blinds. Cover windows/doors with backing paper that do not have blinds.

- Ensure pupils are in a safe place in the classroom i.e. sheltered by a substantial wall away from doors and windows and internal door (centre of the classroom sitting on the floor)

- Turn off lights and IT equipment.

- Gather class based First Aid bag

- Ensure you have a means to communicate with the Lockdown Manager.

Office Based and Site Staff

- Ensure all entrances are locked and secured.

- Close and secure all windows.

- Turn off all IT equipment

- Close blinds. Cover windows/doors with backing paper that do not have blinds.

- Gather registers for pupils (including those that have been signed out), staff and visitors

- Lock all doors to outside that are not classroom based

If full lockdown, gather First Aid kits and pupil medicines in case of evacuation

Other Staff (based in the kitchen or elsewhere on site)

- Close and secure all windows.

- Turn off all IT equipment

- Close blinds. Cover windows/doors with backing paper that do not have blinds.

- Gather any pupils with you and seek refuge in the nearest lockable space.

- Lock all doors to outside that are not classroom based

Appendix 2 – Overview Sheet

Thakeham Primary School

'Lockdown Security' Action

In the event of an incident requiring you to take shelter, stay indoors in the classroom you are in or if you are outside or not in a classroom go to the nearest classroom.

Follow the instructions according to your role below:

ROLE	PARTIAL LOCKDOWN	FULL LOCKDOWN
	Communication by email/phone/verbal	
Lockdown Manager	● Walk around and ask staff to enter partial lockdown ● Communicate with emergency services (depending on issue if needed)	● Blow emergency whistle three times and clearly say, "This is a lockdown. Secure your room." ● Provide any other information as needed to staff via the lockdown WhatsApp group. ● Communicate with emergency services ● Ensure mobile is on silent with no vibrate ● Take refuge in nearest secure area. ● Send emergency template message to parents ● At the end of lockdown, issue a notice on the WhatsApp group and then walk around. Use the code word, 'biscuits' to let staff know it has ended.
Operations Manager	● Adopt role of Lockdown Manager as needed ● Draw blinds ● Lock corridor door(s) to the outside and door from SEN base to playground (if no Premises Manager)	● Adopt role of Lockdown Manager as needed (3rd in line) ● Shut blinds in SBM office and turn off IT and lights ● Ensure you have mobile set to silent with no vibrate ● Do not use internal phones/email
Secretary	● Collect registers	● Collect registers

	• Ensure communication with cordless phone • Lock corridor door(s) to the outside and door from SEN base to playground (if no SBM) • Turn off heating if needed (if no SBM) • Draw blinds • Await further instructions	• Lock office doors and windows/hatch and barricade with desks/cupboard etc • Do not use internal phones/email • Ensure you have mobile set to silent with no vibrate, collect school mobile • Draw blinds and cover windows/doors as needed • Switch off all pupil mobile phones • Switch off IT • Collect First Aid/Medication if need to evacuate (stay in Office stock cupboard) • Do not allow anyone access to building other than emergency services
Class teacher	• Move to classroom • Lock external door • Close classroom doors and windows (do not need to lock) • Shut blinds	• Move to classroom/nearest accessible safe place if appropriate • Instruct children to move to corner of room and sit on floor in silence • Shut and lock windows and doors and barricade door e.g. with tables/cupboards (order of corridor/back door depends on possible location of threat) • Switch off lights • Pull blinds down and cover up doors/windows without blinds • Switch off all IT • Have mobile on silent with no vibrate • Check register and stay calm and quiet and reassure children/adults • If children from other classes are with you,

		text their class teacher for info
	8	● Collect First Aid bum bag from door
		● Await instructions via mobile/in person – Lockdown Manager
Other adults including TAs	● To assist teacher	● To assist teacher
Pupils	● To follow teacher instructions	● To move to corner of room
		● Help to move tables as a barricade around them
		● Remain calm and silent

Appendix 3 – letter to parents/carers
Dear Parents and Carers,

Re: Emergency Lockdown Procedure

Our primary aim as a school is the safety and wellbeing of our pupils. To support us in achieving this we have many policies in place, including how we would respond to a potential incident either in the community or directly affecting the school.

One of these policies is our 'Lockdown Security' procedure, the aim of this policy is to support our staff in safeguarding our pupils from a variety of potential hazards that many arise, these include:

1. A reported incident, disturbance in the local community;
2. An intruder on the site;
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.);
4. A major fire in the vicinity of the school;
5. The close proximity of a dangerous dog/animal.

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

In the event of an emergency that requires the school to be locked down the following actions may be taken, please note this is not an exhaustive list and is being provided as a summary only, exact actions will be dependent on the incident:

- Staff will ensure all pupils are inside the school buildings and lock any outside doors and close any windows that may be open;
- If pupils are outside, staff will bring them back into their classrooms;
- A register will be taken and any pupil not present will be notified to senior staff who will arrange a search for the missing pupil;
- Site and office staff will ensure all external doors are secured and closed;
- Emergency services will be notified;
- A message will be sent to parents and carers via our normal systems to advise of the emergency;
- Pupils will not be released from the school until the all clear is given;
- **Parents/Carers MUST NOT try to contact the school or come to the school until the all clear has been given. This can both block essential routes of communications and hamper the emergency services.**

We will shortly be carrying out an emergency drill with the staff and pupils to ensure that everyone is clear on what they have to do. Children and staff will be prepared for this sensitively.

In the unlikely event that we have to put this process into action we need to ensure that parents are aware of the arrangements, as outlined above.