



Lockdown Procedure

Post Holder Responsible: Head

Committee Responsible: Full Board

Date agreed by FGB:

Review date:

Computer file location: N drive/Current policies/

Kingsleigh Primary School Lockdown Procedures

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

The school's lockdown plan is as follows:

SIGNALS	
Signal for lockdown	Lesson bell sounding
Signal for all-clear	Email or verbal message from member of SLT

Lockdown	
Rooms most suitable for lockdown	All classes to remain in classes or teaching rooms.
Entrance points (eg doors, windows) which should be secured	External doors (locked) Fire doors Internal doors All windows
Communication arrangements	Email Mobile phones Telephones in new block
Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

ACTION LIST

Reference	Initial response- Lockdown	Tick/sign/time
L1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety CTs responsible for own class. Pupils to seek cover under their tables	
L2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building CT	
L3	Dial 999. Dial once for each emergency service that you require Office staff or SLT	
L4	Ensure people take action to increase protection from attack: Block access points (e.g. move furniture to obstruct doorways) Sit on the floor, under tables or against a wall Keep out of sight Draw curtains / blinds Turn off lights Stay away from windows and doors CTs responsible for own class	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access CT	
L6	If possible, check for missing / injured pupils, staff and visitors. SLT	
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

- Staff will be alerted to the activation of the plan through the sounding of the alarm and by email
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If children remain outside they will disperse across school field (gate to outside gardens available)
- Those inside the school should remain in their classrooms
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked)

- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via email or mobile phone and instigate an immediate search for anyone missing
- Staff should encourage the pupils to keep calm
- As appropriate, the school office will establish communication with the Emergency Services and notify Bournemouth Borough Council via the 'School Emergency' phone number
- Parents will be notified as soon as it is practicable to do so via text messaging
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be sent via email, mobile phone or in person.

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).

Partial Lockdown

Alert to staff: 'Partial lockdown'

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 alerted via email or mobile phone)
- All staff and pupils remain in building and external doors and windows locked
- Movement may permitted within the building dependent upon circumstances but this must be supervised by a member of staff

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.

Full Lockdown

Alert to staff: 'Full lockdown'

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- All pupils return to classroom
- External doors locked. Classroom doors blocked
- Windows locked, blinds drawn, pupils sit quietly out of sight
- Register taken/head count-the office will contact each class in turn for an attendance report via email or mobile phones
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
- At any point during the lockdown, the fire alarm may sound, and a verbal message via email or mobile phone which is a cue to evacuate the building.
- During the lockdown, staff will keep agreed lines of communication open, via two way radios, but will not make unnecessary calls to the central office as this could delay more important communication.

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.

The parents will be told:

“The school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out. In

order to keep your child safe please wait to hear from us. We will update you every 30 minutes, please do not come up to the school”.

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 the Emergency Services depending on the severity of the incident that has triggered the lockdown.

Emergency services will support the decision of the Headteacher with regarding the timing of communication with parents. In the event of a prolonged lockdown or more severe scenario Bournemouth Borough Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.