

LOCKDOWN POLICY

Aim

In addition to the general site security policy, the governors of Pippins School, have put this policy into place to ensure that staff and pupils know what to do if there is a hazard on the school premises or outside the school that requires them to be locked within buildings for their own safety. We will always try to minimise disruption to the learning environment while ensuring the safety of all students and staff.

Application of policy

The policy applies to all employees, volunteers, pupils, parents/carers and other visitors who happen to be on the school site when the incident occurs.

Staff will remind pupils of the lockdown procedure at the start of each term. There will be at least one lockdown practice each term, which will be organised by senior leadership team.

Planning

In planning our procedure, we have in place:

- A risk assessment to ascertain which rooms in the buildings would be best to use for sheltering pupils during a lockdown; classrooms in the first instance. *Staff and governors all have a plan of these designated rooms.*
- SLT (Senior Leadership Team) will take overall responsibility for co-ordinating the lockdown. *Should a lockdown be necessary, the team members will be wearing high visibility vests.*
- A communication plan of how and which *mobile phones, two way radios etc* should be used in the case of an incident *and a list of numbers to be used.*
- A training programme for all new staff.
- A briefing session with all pupils *at the beginning of each term.*
- *A practice lockdown at least once a term.*
- *A review meeting of the SLT after each practice to include into the plan any new lessons learned.*

Types of lockdown

Partial lockdown

This is likely to be the result of an incident or civil disturbance in the locality with a potential to pose a threat to staff or pupils. Or it might be as a result of a warning of a risk of air pollution etc. Here the principle is to get all personnel inside the buildings and to lock external doors (and windows).

Movement may be permitted within the buildings, depending on circumstances, but this should be supervised by members of SLT. It also may be possible for some lessons to continue nearly normally.

Pippins Lockdown policy

Full lockdown

This signifies an immediate threat to the staff and pupils. It might be the escalation of a partial lockdown. All personnel must follow the procedure below. The principle is to:

- Protect pupils and staff in the safest places.
- Minimise the risk to pupils and staff.
- Maintain as calm and orderly an atmosphere as possible.

Procedure

Signal

Staff will be alerted to the activation of the plan by **2 rings of the school fire alarm bell (short gap between each ring)**. *(If this is a partial lockdown, SLT, who will be wearing yellow tabards, will also move through buildings at the same time giving verbal notification.)*

From this point, the plan outlined below is for a full lockdown. It is recommended that this procedure is followed anyway until SLT can assess the situation and decide whether a partial or full lockdown is needed.

A member of SLT will notify the police or other external authority eg, fire brigade, medical assistance, LA as appropriate. If the media gets involved, one member of SLT, probably the headteacher, will liaise to ensure that there are no mixed messages. The headteacher will also inform the chair of governors of the situation.

Communications

The central hub of communication will be the Headteachers office. SLT to communicate using two-way radio's, staff can also communicate using mobile phones (text messages) and computers/laptops using TEAMS to message.

Student safety

When the signal sounds, if pupils are already in a classroom they should remain with their teacher in that room.

Staff not teaching will immediately proceed to the nearest vacant designated classroom to receive pupils in transit.

Non-teaching staff will know the area to which they should go and should disperse to their assigned posts. However, if they are not in their designated building, staff are to remain in the building until the signal has been given for end of lockdown. Staff are to assign themselves to another class (lower down school) and give support.

The office will supply a copy of the record of known visitors on site and these people should either stay in the nearest occupied classroom or will be directed by SLT to an agreed holding area; most likely the school hall. They may **not** use their personal phones during lockdown.

Pupils who are in transit indoors, but not in a classroom for any reason when the signal sounds will proceed to the nearest classroom which has a member of staff present and remain with that member of staff and any other pupils already there. Staff will need to inform their class teacher.

If pupils are outside when the signal sounds, they will be brought inside as quickly as possible unless this endangers them and others. If pupils are further away (eg at a sports facility), *it may be safer for a member of SLT to contact the member of staff with them and tell them to disperse to an agreed point (stay in sports centre, go to local library, hall, community centre etc).*

If pupils and staff are in the Bungalow when signal sounds, they stay in the Bungalow in and make their way to the conference room. External doors locked, internal doors closed and blinds down. Member of staff to have mobile with them and or laptop to communicate via TEAMS.

Staff should call a roll and record the names of all pupils in their care in each room or venue. If this is a partial lockdown, that list can then immediately be transmitted/taken to a central point for checking against the main attendance record for the day.

Pupils in classrooms should be positioned as far as possible away from possible sight lines from external windows and doors. They should sit on the floor or under tables or benches.

If at any point, any classrooms in the main building are deemed unsafe, children and staff will be evacuated to the main school hall.

If at any point, any classrooms in J Block are deemed unsafe, children and staff will be evacuated to another part of the building/corridor, depending of circumstances. If it is not safe, to stay in the building, the children and staff will be evacuated to the main building, the route taken will be dependent on circumstances; either front of school or through Year 5/rm of requirement and to main school hall.

Doors and windows

SLT should ensure that outside doors and offices are locked in the building they are in. Blinds are down and internal doors closed.

Individual teachers/non-teaching staff will lock/close classroom doors and windows and draw blinds or curtains if possible.

Lights, machinery, projectors, ventilation (HT can switch off by main computer in office, if needed), equipment etc should be turned off.

Pupils should be supported to keep calm and be quiet.

DURING A FULL LOCKDOWN NO ONE SHOULD MOVE ABOUT THE SCHOOL, EXCEPT MEMBERS OF SLT, IF SAFE TO DO SO.

Staff and pupils should remain inside the room they are in until the all clear has been given – **2 rings of the school fire alarm bell (short gap between each ring) –**, or unless told to evacuate by the emergency services **or if the fire bell rings continuously, the building to be evacuated.**

If not already done so, the attendance lists from each room should be collated as swiftly as possible in order to check that everyone on site has been accounted for.

It will depend on the time of day, the duration and the seriousness of the incident as to whether pupils return after the all clear to normal lessons or whether special arrangements are made for an evacuation or orderly sending home. Pippins Lockdown policy

Parents

An outline of school lockdown procedures, especially arrangements for communicating with parents, will be routinely shared at least once a year with parents through the school newsletter and on the website.

In the event of a lockdown, if necessary, parents will be notified as soon as is practical *using the school's established network/ by email/school website/ by local radio.*

Parents are requested **not** to come to the school, because pupils will not be released to parents during lockdown. It may put parents and others in danger – crowds at the entrance may get in the way of emergency vehicles and personnel.

Parents are asked not to telephone the school since we will want to keep emergency lines open.

Pupils will not be allowed to ring their parents, nor should parents call pupils' mobile phones.

If the lockdown is protracted, parents will be told as much information as possible, but will still be discouraged from coming to the school until the all clear is announced.

A follow-up letter from the chair of governors will be sent home to all parents at the earliest opportunity after the emergency is over to explain the exact reasons for the actions taken.