

Oak Bank School Policy

Lockdown procedure



Prepared By: Rachael Freer

Review and Amendment						
By	RF	RF				
Date	25/5/16	7/8/17				
Signed						
Governor						
Date						
Signed						

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.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

1. A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the school)
2. An intruder on the school site (with the potential to pose a risk to staff and students)
3. A warning being received regarding a risk locally, 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 roaming loose

The school's lockdown plan is as follows:

		Person Responsible
Signal for Full lockdown	Radio alert 'Code 1 – Full Lockdown'	Preferably SLT, but could be called by any staff member in an emergency
Signal for partial lockdown	Radio alert 'Code 1 – Partial Lockdown'	Preferably SLT, but could be called by any staff member in an emergency
Signal for all-clear	Verbally from designated person via two way radio	SLT

Partial Lockdown

This can be communicated to staff and students via the two way radio system. This is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Alert to staff: 'Code 1 - 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 students 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, students and staff return to building
- All staff and students remain in building and external doors and windows locked
- Free movement may permitted within the building dependent upon circumstances

As all situations are different, once all staff and students are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from Emergency Services.

Full Lockdown

Alert to staff: ‘Code 1 - Full lockdown’

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

Immediate action:

Follow the CLOSE procedure:

- Close all windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lock down for some time

At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

Examples of discreet communication channels might be:

- Access to the school e-mail system if staff can access their account- staff will then await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g laptop, smartphone or tablet
- ‘Teachers2parents’ have a defined user group for staff. This can then be used to communicate instructions via text message in an emergency.

Further detail:

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

1. The above signal will activate a process of students being ushered into the school building as quickly as possible and the locking of the school’s classrooms offices, connecting doors and all outside doors/ shutters where it is possible to remain safe.
2. At the given signal the students remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and students are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.

3. Students or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. students using toilets when lockdown procedure is engaged.

6. If practical staff should notify the front reception by phone that they have entered lock down and identify those students not accounted for. **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

7. Staff to support students in keeping calm and quiet.

8. Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team, Chair of Governors or Office Staff in person that there is an all clear.

9. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any students not accounted for.

Staff Roles:

1. School office staff to ensure that offices are locked and police called if necessary.
2. SLT or site supervisors lock the school's front doors and entrances.
3. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.

Communication with parents:

If necessary parents will be notified as soon as it is practical to do so via the school's established communication network - text 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...'

Depending on the type and severity of the incident, parents/ transport may be asked NOT to collect students from school as it may put them and the students at risk.

Students will not be released to transport/parents/carers during a lock down.

Parents will be asked not to call school as this may tie up emergency lines.

If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place students can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances

Lock down drills

Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.