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	Lockdown Policy	Author:	Headteacher
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FEDERATION OF PENNY ACRES AND WIGLEY PRIMARY SCHOOL

LOCKDOWN POLICY AND PROCEDURE

Federation of Penny Acres and Wigley Primary Schools

LOCKDOWN POLICY

This policy sets out the management of a significant event in or near our schools, requiring a lockdown situation, to protect the pupils and staff. Lockdown procedures enable a school to close down and protect itself and those within it from an identified and urgent risk very quickly, such as the following:

- An intruder on the school site or nearby
- A local disturbance, such as a civil disturbance or risk of air pollution
- A fire adjacent to the school
- A dangerous dog or another animal which is nearby
- A firearms or weapons attack.

This list illustrates some of the more typical causes for a school to lockdown.

Lockdown is the ability to restrict access quickly, prevent staff and pupils from moving towards danger, or frustrate or delay the identified risk from entering the school.

Our Federation Lockdown Plan takes into account the available means of internal communication, the age of the children, the school's site layout & access points, and the school's geographical location.

The school's 'Lockdown Manager' is David Ratcliffe (Executive Headteacher) although all staff have a role to play within it. In his absence, the 'Deputy Lockdown Managers' are Emma Deakin and Sarah Smith, School Business Officers. In the event that both of these staff are unavailable, all staff know and understand what to do to raise the alarm.

The school's lockdown plan is as follows:

Alert to Staff: "Full Lockdown" via whistle blasts and audible shouts of 'Full lockdown'.

- Staff will be alerted to the activation of the plan via non-continuous, but regular, whistle blasts and / or verbally, by an authorised staff member.
- Pupils who are outside of the school building are brought inside as quickly as possible
- Those inside the school should remain in their classrooms.
- All external doors, windows and air vents (where appropriate) to be shut and locked. (Depending on the circumstances, internal classroom doors may also need to be blocked).
- Draw blinds, cover internal door windows and switch off classroom equipment.
- Switch all mobile phones to silent so as not to give positions away.
- Communication will be via internal telephone communication or mobile phones, verbally if safe to do so, though movement should be kept to a minimum by staff, and preferably not at all and only if safe to do so. During the lockdown, staff will keep agreed lines of communication open, but will not make unnecessary visits outside of the classroom as this

could delay more important communication and expose the individuals to further danger should an intruder be at the front door.

- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for and an immediate search by authorised staff for anyone missing, carried out.
- Staff should remain calm and keep the children occupied, quiet and calm.
- The school office will establish communication with the emergency services as quickly as possible.
- Parents will be notified as soon as it is practicable to do so.
- Parents will not be allowed access to the building but should wait for the school to notify them about when it is safe to collect their child/ren and where from. Parents will be made aware, when it is safe and practicable to do so, about what will happen if the lockdown continues beyond school hours.
- Pupils will not be released to parents during a lockdown.
- **If it is necessary to evacuate the building, the fire alarm will be sounded. On hearing the continuous bell, staff and children should leave the building and muster on the playground as usual. A fire alarm will trump the lockdown and will be the cue to evacuate the school.**
- Derbyshire County Council should be advised of the situation as soon as possible.
- Staff and pupils will remain in lockdown until it has been lifted by an authorised staff member or the emergency services.
- All situations are different, once all staff and pupils are safely inside, staff will conduct an on-going risk assessment (with support from the emergency services). The movement of pupils should only be undertaken with the approval of the emergency services.

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 will be undertaken every year and recorded as per the fire drill recording format.

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 – potentially via Derbyshire County Council's Media Relations Officers. 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 them to come to school to collect their children, and where this will be from.

Parents will be told

'….the school is in full lockdown. During this period the phones and entrances will be un-manned, external doors locked and nobody allowed in or out….'

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 be cordoned off by Emergency Services, depending on the severity of the incident that has triggered the Lockdown.

The emergency services will support the decision of the Headteacher with regard to the timing of communications to parents.

In the event of a prolonged lockdown or more severe scenario, Derbyshire County Council has the capacity and may provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

Lockdown Plan

Management and Control	
Nominated Person	**Responsibility**
David Ratcliffe (or another designated person in his absence)	Begins the lockdown procedure based on evidence / advice provided. Initial contact with the emergency services (or delegated responsibility for this)
Sarah Smith	Liaison with parents
Class Teachers	Pupils

Signals	
Signal for lockdown	• Non-continuous but repetitive blasts of the whistle • Verbal communication "Full Lockdown"
Signal for all-clear	Verbal communication, "Lockdown lifted"

Lockdown	
Specified assembly points	Any rooms within the school
Entrance points	• Main entrance • External doors • Fire doors • Sky lights
Communication arrangements	• Telephone System • Mobile phones
Notes	

Lockdown Plan				
Step	**Initial Response**	**Check**	**Time**	**Signed**
1	Ensure all pupils are inside	☐		
2	Secure all entrance points to the school	☐		
3	Dial 999 for each emergency service that the incident requires	☐		
4	Ensure that staff members take action to increase protection from further danger: • Block access points • Sit on the floor, under tables or against walls • Keep out of sight and draw curtains to avoid detection • Put mobile phones on silent • Turn off lights and computers • Stay away from windows and doors	☐		
5	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe	☐		
6	Check for missing or injured staff members and pupils if it is safe to do so	☐		
7	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services	☐		

Governor Ratification: Name: _____ Date: _____

Signed: _____