

Lock Down Procedures



RACI – Responsible, Accountable, Consulted, Informed

Emergency Lockdown Procedures			
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		Level:	Health and Safety
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			21/11/2021
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			365
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			07/11/2023
RACI - Responsibility, Accountability, Consultation, Informed			
Accountable Governor:	Darren Carroll		
Responsible Governors:	Darren Carroll		
Senior leader Accountability	Andrew JOLLEY		
Leadership Accountability:	Benjamin MILLER		
Operational Leadership:	Jeremy HIMSWORTH, Nicola SOLTERMANN, Treena BEECH		
Consulted:			
Consultation Details:			
Informed:	Academic Leaders, Academic Support, Administration, Finance and HR, Midday Support, Pastoral Support, Premises, Senior Leadership, Teachers		
Informed Details:	Meeting Face to Face, Staff Update, Website		
Storage and Communication			
System Location:	Y:\School Level\Policies\Emergency Contingency Plan - Recommended\Lock Down		
Hard Copy Storage:	Head Teacher's Office, Senior Leader Office, Staff Room		
Web Publication			
Web Site Location:	Website Requirement:	No	
School Web Path:			



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Equality Impact Assessment

Age Impact:	Low	Age Impact Type:	Positive
Disability Impact:	Limited	Disab Impact Type:	Neutral
Disadvantaged Impact:	Limited	Disadv Impact Type:	Neutral
Faith Impact:	Limited	Faith Impact Type:	Neutral
Gender Impact:	Limited	Gender Impact Type:	Neutral
Marital Status Impact:	Limited	MS Impact Type:	Neutral
Maternity Impact:	Limited	Maternity Impact Type:	Neutral
Race Impact:	Limited	Race Impact Type:	Neutral
SEN Impact:	Low	SEN Impact Type:	Positive
Sexual Orientation Impact:	Limited	SO Impact Type:	Neutral

Policy Audit

Outcome:	Audited by:	Audit Date:
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School Vision

At Chesswood Junior School we inspire our whole school community to enjoy their learning adventure and have fun along the way. We ignite a passion for learning throughout the school community, securing excellence, empathy and equality in all that we do.

School Mission

We will strive to achieve the highest standards of academic achievement and behaviour within a vibrant, exciting learning environment so that all children leave this school with confidence and the ability to take advantage of future opportunities.

Policy Links

This policy should be read in conjunction with the following school policies

Policy/Guidance/ Poster	<u>System Link</u>
	<u>School Website Link</u>



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Core

Emergency Evacuation Plans and Routes	Y:\School Level\Policies\Emergency Contingency Plan - Recommended\Emergency Contingency Plan
Emergency Evacuation Policy and Procedure	Y:\School Level\Policies\Emergency Contingency Plan - Recommended\Emergency Contingency Plan\Emergency Evacuation Policy & Procedure.docx

General



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Emergency Lock Down Procedures



1. Introduction

'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, staff and visitors.

'Lockdown' 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. Roles and Responsibilities

2.1. *Lockdown Manager*

The lock down manager is the site manager, in his absence it will be the head teacher and in his absence it will be the deputy head teacher. Should all of the senior leaders and site manager be unavailable a member of the school administration team will take the lead.

- Delegate the following duties and ensure they are completed:
- Alert all staff and pupils of the need to 'lockdown' the school.
- Inform emergency services immediately.
- Inform parents/carers via the schools system.
- Ensure communication networks with all key staff are established.

2.2. *Classroom Based Staff*

- Follow procedures set out within the Partial Lockdown and Full/+ Lockdown above
- Gather children into classroom
- Ensure children are as safe as can be



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- Undertake a dynamic risk assessment and respond appropriately to arising hazards
- Report attendance – children, staff and visitors (e.g. students)
- Keep the children in 'lock down' until told otherwise by a staff member with authority to do so.

2.3. Office Based and Site Staff

- Lead procedures set out within the Partial Lockdown and Full Lockdown above
- Liaise closely with Emergency Management Team and Emergency services as appropriate.

2.4. All other staff and visitors

- Follow procedures set out within the Partial Lockdown and Full Lockdown above
- Follow guidance from senior staff.
- Ensure any visitors to the school are guided to follow the procedures as set out within this policy.

3. Lockdown – Key Actions

All members of staff have the responsibility and authority to initiate partial or full lock-down procedures without reference to the Site Manager or Headteacher should they believe the current threat is sufficient to do so. The nominated Lockdown Manager at the school is the Head teacher or appropriate deputy; they will initiate, manage and conclude the 'lockdown'. They will also communicate with the emergency services. Where the site manager or the head teacher are unavailable the responsibility passes to:

Deputy Head Teacher – Jez Himsworth

4. Administration Team

The role and responsibilities of the Lockdown Manager are recorded in Appendix 1.

The fire alarm will not be used to alert staff of the need to 'lockdown' to avoid potential confusion. If the fire alarm sounds during a 'lockdown' it is to be ignored unless smoke or flames are directly visible and pose an immediate threat to your location.

If there is a fire at the same time:

- **Sound the fire alarm – this will alert the emergency management team and the**



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fire panel will indicate the location of the fire alarm.

- Undertake a dynamic risk assessment to determine the 'least worst' balance of hazards and respond appropriately.

And

- Contact emergency management team - Call 605 for further guidance and or radio channel 4

5. Lockdown Arrangements

5.1. *Partial Lockdown*

Staff will be alerted by verbal communication including direct, telephone and walkie-talkie – staff will be told '**PARTIAL** lock down procedures in operation'

In a partial 'lockdown' staff and pupils must remain in the school building and all doors leading outside must be locked. 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.

Immediate action

- All outside activity to cease, pupils and staff return to the building – the 'lock-down' procedures are co-ordinated from the reception and administration area. Staff leading outdoor activities i.e. PE staff; are issued with walkie-talkies; playground bags have a walkie-talkie attached to the handle (the site manager will periodically check the charge for the WTs).
- At school opening (8:30-8:50), closing (3:15-3:30); end of clubs (4:15-4:30) the same structure would be undertaken staff on playground or gate duty:
 - Children will be taken into nearest school building. Parents may seek to take children off site away from danger, staff on duty will need to make a dynamic risk assessment on whether this can be permitted.
- Staff 'Off Site' e.g. swimming lessons; will be informed that they are not to return to the school premises until it is safe to do so – a 'all clear phone call' will be given,



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when appropriate. If within the local area they should go to Davison School for girls.

- All staff and pupils remain in the building and all external doors and windows to be locked shut, other than those as designated emergency exits.
- Free movement may be permitted within the building dependent upon circumstances and unless 'Full lockdown procedures' are in operation.
- In the event of air pollution, chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems must be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – your aim is to minimise possible ingress of pollutants.
- Staff should await further instructions.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on any advice received from the Emergency Services or others with legitimate authority.

Communication during a 'partial lockdown' will be via the school's email system, internal phone system, walkie-talkies or direct communication from the Lockdown Manager.

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' until it has been lifted by the Lockdown Manager or senior member of the emergency services.

5.2. **Full 'Lockdown'**

Staff will be alerted by verbal communication including direct, telephone and walkie-talkie – staff will be told '**FULL** lock down procedures in operation' or '**FULL+** lock down procedures in operation'

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

There are multiple opportunities for a significant threat to be brought to the attention of the school – e.g. emergency services; first hand witness.



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Immediate action

Immediately a threat is apparent and it is judged to pose a significant threat to site occupants determine which of the following is the quickest communication method:

- Dial 605 from any internal phone, all admin phones will ring. All classrooms have phones – USE ANY!.
- Use Walkie Talkie Channel 4 (there is a walkie-talkie within the reception area that will be answered immediately)
- Direct communication, if close to the school admin area

Admin Team to be notified of incident by first responder. Administration team contact, in this order:

- PE Staff; Playground Supervision Staff or Midday Supervisors by Walkie Talkie depending on the time of the day
- Site Manager
- Head teacher
- Year Leaders
 - Year Leaders then discreetly contact staff within their team
- Staff Off Site

If circumstance dictates that it would be less safe to make phone calls (noise of phones drawing attention) then SLT members will walk the building to inform staff.

During the 'lockdown', 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 'lockdown' until it has been lifted by the Lockdown Manager or senior member of the emergency services.

Academic Staff

On receiving the information, all staff should remain calm staff and not relay any anxiety. Staff should ensure that all children are in the classroom. As an immediate priority:

- Any working in outside area – corridors, playground should return to the classroom immediately.



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- If classes are undertaking PE outside the class will be returned to the nearest available entrance and taken to the most appropriate room with space – school hall, own classroom, spare classroom, classroom currently occupied by others – this is a dynamic decision made by the teacher.

Classroom exterior doors will be locked and all windows shut.

Class blinds must be lowered discretely to avoid causing any undue alarm amongst the children.

Children to sit as in circle time (Full) and be prepared to lie under tables should it be necessary (Full +) in a location that would protect them from gunfire, bullets can go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls.

Lights, smartboards and computer monitors turned off;

Pupil's mobile phones to be turned off (they shouldn't be on anyway!), staff mobiles to be set to silent with no vibrate;

Register children using the class emergency pack register, note staff within room. Contact school office using 605 to confirm class numbers and any children or staff currently unaccounted for.

Other areas

Main Building – Turn thumb turn to lock door. New Building – shut door, automatically locked from outside.

SLT will ensure that all external corridor access doors are locked. In the new building the electronic opening door will be de-activated by flicking the switch to 'red' until locked with key.

The receptionist will ensure that the external school entry door is locked.

The music leader will ensure that the music room is fully secure.

If the PE team are working in the hall then they will ensure that the external fire doors are shut. If the hall is not being used then SLT will ensure that this has been done.

If the Emergency services are not already aware, member of Admin Team to call 999 with as much information as possible relayed

- Can aggressor be seen?
- How many?



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- Are they known?
- Targeted or random?
- Distinguishing features, age, race, gender, language/accent, clothing
- Where are they?
- What weapons? Have they been used?
- Injuries? 1st Aid given? How serious
- Avoid contacting reception unnecessarily – but contact if 1st Aid required
- Police to take control once they have arrived.
- Any pupils, staff, visitors unaccounted for

School will remain in 'lockdown' mode until notified otherwise by SLT.

6. Unsafe Areas (if applicable)

The following areas should be avoided during a lockdown and should be evacuated as they cannot be secured:

- **School Halls**

7. Communication with Parents and Carers

The 'lockdown' manager will inform parents and carers that the school is in lockdown via the school's buddy and twitter, the below template may be used:

'The school is in a lockdown situation. During this period phones will not be answered, emails 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' 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'.

Pupils will not be dismissed to parents or carers until the incident has been declared over



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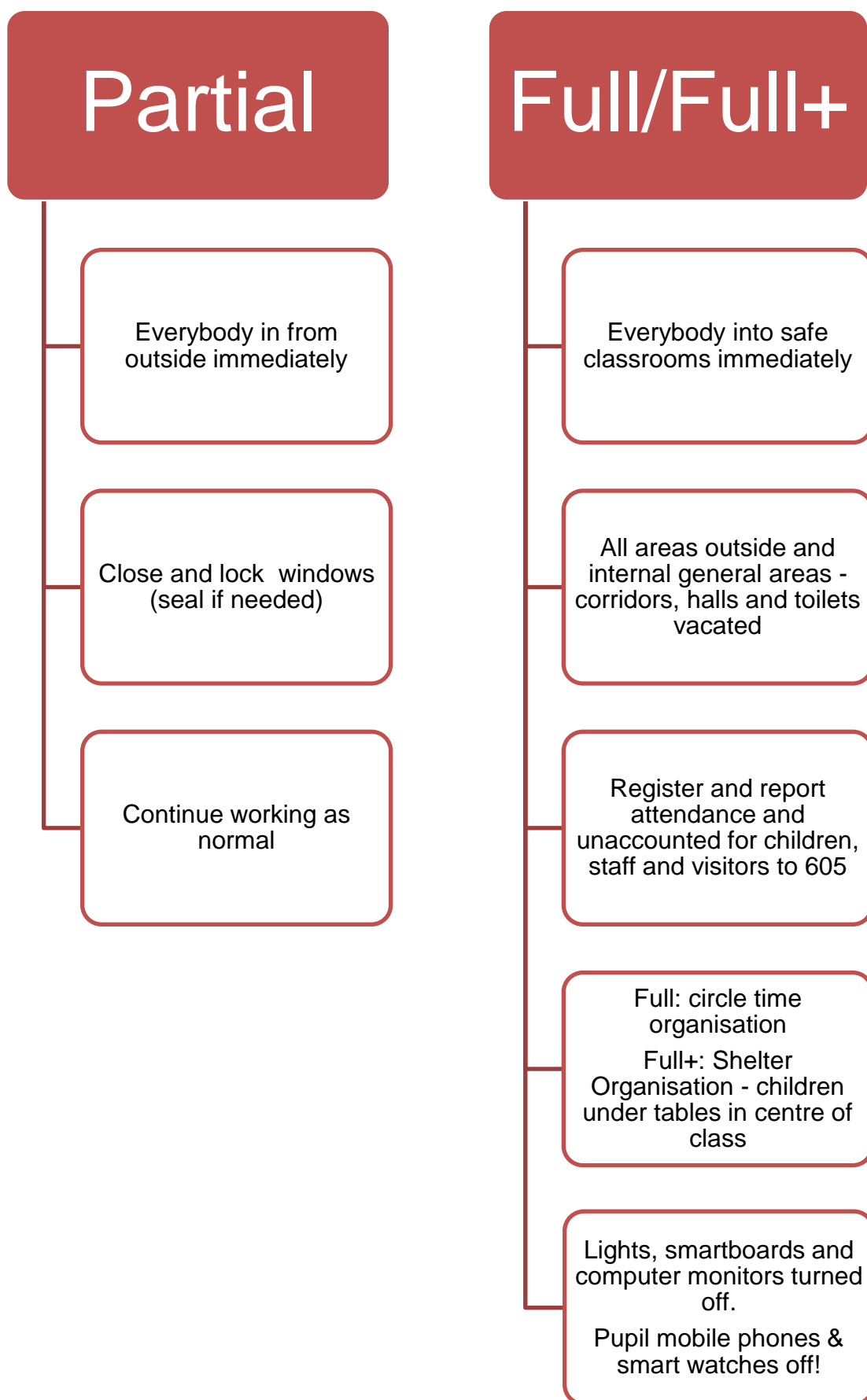
by the Lockdown Manager or senior member of the emergency services.



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Lock Down Overview





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Emergency Lock Down Procedures

Communication Flow Chart

First Responder

- Dial 605 from any internal phone, all admin phones will ring. All classrooms have phones – USE ANY!.
- Use Walkie Talkie (there is a walkie-talkie within the reception area that will be answered immediately)
- Direct communication, if close to the school admin area

Emergency management team

- Administration team contact, in this order:
- PE Staff; Playground Supervision Staff or Midday Supervisors by Walkie Talkie depending on the time of the day
- Site Manager
- Head teacher
- Year Leaders
- 999
- Parents via Schools Buddy and Twitter

Year Groups

- Discreetly contact staff within their team
- Directly and/or use of telephones - state FULL or PARTIAL LOCKDOWN

Academic Staff

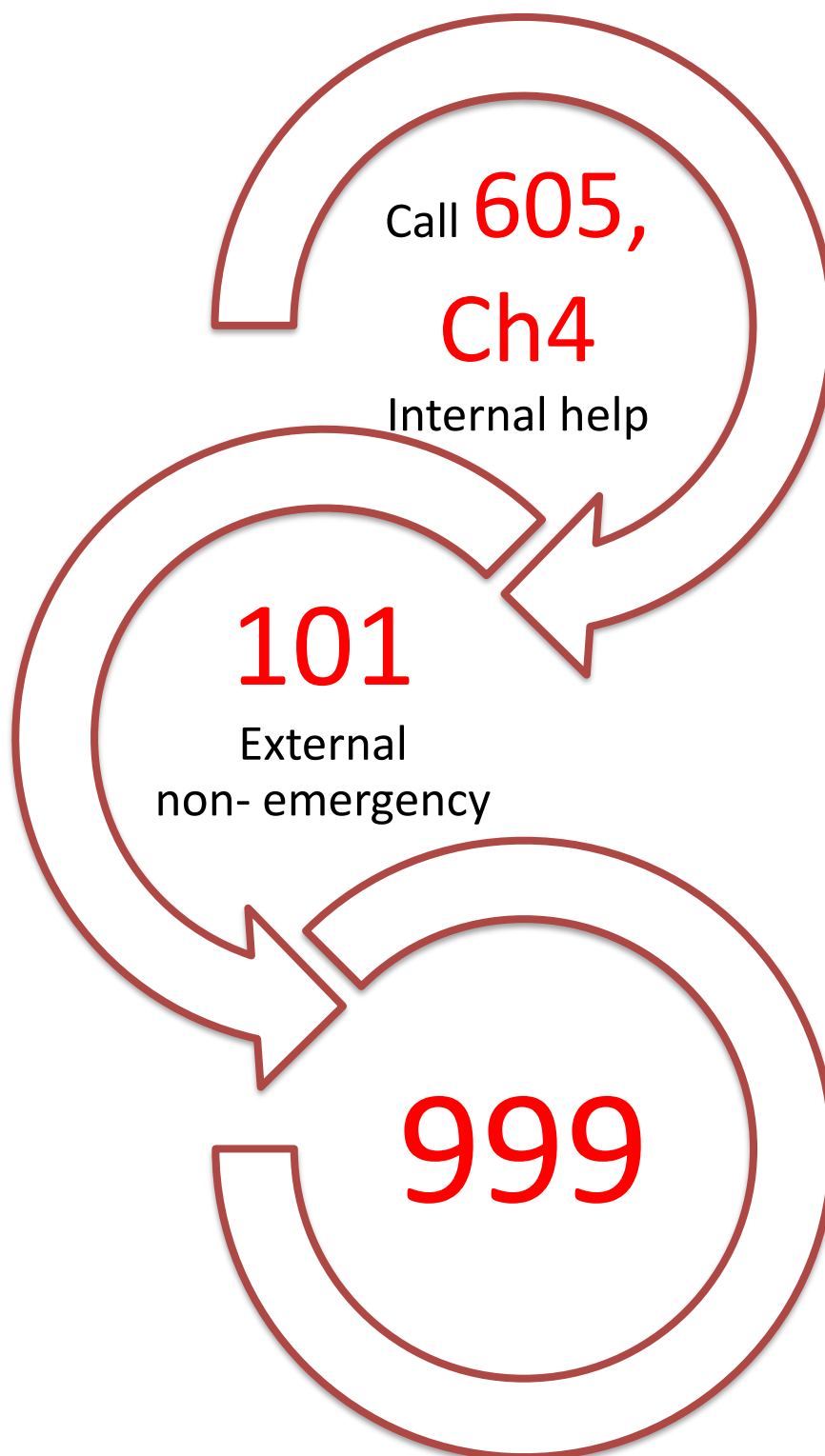
- Register Children
- Account for immediate staff and visitors - do not seek to find them unless it is safe to do so.
- Contact 605
- Confirm numbers and any child, staff member or volunteer unaccounted for.

All Clear

- Emergency management team contact all staff to end lock down procedures when it is safe to do so



Chesswood Junior School Emergency Lock Down Procedures Emergency Response Numbers





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Parent Lock –down web information

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.

1. One of these policies is our 'Lockdown' 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:
2. A reported incident, disturbance in the local community;
3. An intruder on the site;
4. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.);
5. A major incident in the vicinity of the school;
6. The close proximity of a dangerous animal.

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. There are three tiers, partial (everybody in from outside and continue working normally), full (everybody in from outside and any general school areas to classrooms; circle time in class) and full+(everybody in from outside and any general school areas to classrooms; children and staff under tables or other robust safe protection)

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;



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- Pupils will not be released to anyone for any reason from the school until the all clear is given – it is hoped that all parents will understand that ;
- **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.**

From time to time we will carry out an emergency lock down drill with the staff and pupils to ensure that everyone is clear on what they have to do.

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



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Appendices

Policy Audit

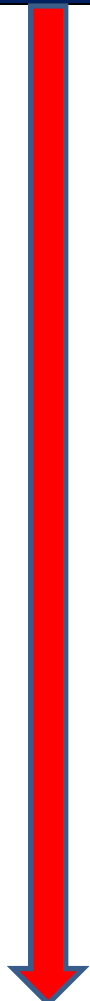
School Information Database – Policy Audit Paste



Chesswood Junior School Emergency Lock Down Procedures



Lockdown Procedures Knowledge Organiser


Communication Flow Chart			Partial Lockdown	Full / Full+ Lockdown
	First Responder	Dial 605 – All Admin Or Use Walkie Talkie - Admin Or Direct communication - Admin	Definition: potential threat in the local area	Definition: an immediate threat to the school and may be an escalation of a partial 'lockdown'. The aim of a full 'lockdown' is for the school and its rooms to appear empty.
	Emergency Management Team	Admin Contact – • PE Staff + Outdoor • Site Manager • Headteacher • Year Leaders • 999 • Parents		
	Year Leaders	Contact year team Directly and/or use of telephones - state FULL or PARTIAL LOCKDOWN	Key Actions	Key Actions
	Academic Staff	• Register Children • Account for immediate staff and visitors - do not seek to find them unless it is safe to do so. • Contact 605 • Confirm numbers and any child, staff member or volunteer unaccounted for.	• staff and pupils must remain in the school building and all doors leading outside must be locked. • Everybody in from outside immediately • Close and lock windows (seal if needed) • Continue working as normal	• Everybody into safe classrooms immediately • All areas outside and internal general areas - corridors, halls and toilets vacated • Register and report attendance and unaccounted for children, staff and visitors to 605 • Full: circle time organisation • Full+: Shelter Organisation - children under tables in centre of class • Lights, smartboards and computer monitors turned off.
	All Clear	Emergency management team contact all staff to end lock down procedures when it is safe to do so		



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Lockdown Procedures Knowledge Organiser - Blank

Communication Flow Chart			Partial Lockdown	Full / Full+ Lockdown
	First Responder	Or Or	Definition:	Definition:
	Emergency Management Team	Admin Contact – • • • • •		
	Year Leaders			
	Academic Staff	• • • • •	Key Actions	Key Actions
	All Clear		• • • • •	• • • • • Full: Full +: