

Lockdown Policy



RHODES AVENUE
PRIMARY SCHOOL

Approved by: Full Governing Body **Date:** Summer 2017

Last reviewed on: Summer 2017

Next review due by:

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Rationale

This Lockdown Policy is one strand of Rhodes Avenue Primary School's (hereafter called *the school*) health and safety procedures. The school believes that it is good practice to be ready to deal with a broad range of safety incidents and on rare occasions it may be necessary to seal off the school to ensure that pupils, staff and visitors are safe.

Consequently it is important to view the school's *Lockdown Procedures* 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. The school's procedures 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.) or chemical, biological or radiological contaminants;
- a major fire in the vicinity of the school;
- the close proximity of a dangerous dog roaming loose.

The school follows the 'Stay Safe' principles outlined in the National Police Chief's Council's guidance:

- Run;
- Hide;
- Tell.

(refer to Appendix A).

Lockdown Arrangements

Lockdown arrangements will be determined through the school's risk assessments processes and advice from the Emergency Services, the Local Authority and Utility Companies. The school has two types of lockdown; 'partial' and 'full'.

Partial Lockdown

In a partial lockdown staff and pupils will remain in the school building and all doors leading outside will be locked. No one will be allowed to enter or leave the building; however teaching and work can continue as usual. Partial lockdown 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 or gas leak.

Signals: Klaxon/telephone alert/ Messaging Service text and email to staff's mobile phone

Immediate actions

- all outside activity will cease immediately, pupils and staff will return to the building;
- all staff and pupils remain in building and external doors and windows closed;
- free movement may be permitted within the building dependent upon circumstances;
- in the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems will be closed or turned off;
- all cracks around doors and any vents into the room should be sealed, to minimise the possible ingress of pollutants;
- staff will await further instructions.

Once all staff and pupils are safely inside, senior staff will conduct an on-going risk assessment. A 'partial lockdown' can be viewed as a precautionary measure, which puts the school in a state of readiness should a situation escalate.

Full Lockdown

This signifies a clear and present threat to the school. The aim of a full lockdown is for the school and its rooms to appear empty.

Signals: Klaxon/telephone alert/Messaging Service text and email to staff's mobile phone.

Procedure

- office staff lock main doors;
- emergency services are notified by Headteacher/Administration staff;
- nominated staff will lock main entrances and lock down school;
- office staff will remain (locked) in their office with computer and telephone access;
- pupils/staff stay in their classroom or move to the nearest classroom, hall or room if they are not in class;
- classroom doors locked where possible;
- blinds drawn, internal door windows covered where possible;
- staff and pupils that are outside the buildings will return and shelter in the nearest classroom (occupied) or room (e.g. music room) and not necessarily their base classroom;

- pupils/staff sit quietly out of sight and where possible in a location that would protect them from harm - behind substantial brickwork or heavy reinforced walls;
- staff to support pupils in keeping calm;
- lights and smartboards turned off;
- mobile phones on silent mode;
- staff to access their school e-mail account via laptop, smartphone or tablet and await further instructions;
- during a lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the office to avoid the possible delay of more vital communication;
- a register will be taken of all pupils/staff in each classroom/office/room and communicated to the office;
- staff will await further instructions through text and/or email and remain in lockdown positions until informed by Senior Management/Emergency Services;
- after notification of the end of lockdown staff return to base classrooms and conduct a register and inform the office of any pupils not accounted for.

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

Protocol

- There are two nominated members of staff as lockdown managers (with deputies in their absence) to initiate, manage and conclude the lockdown. They will communicate with the Headteacher, office and emergency services.
- Staff are alerted to the activation of the plan by a recognised signal (Klaxon/phone signal), audible throughout the school.
- Use of the school's fire alarm as a warning will be avoided to reduce the incorrect response to an incident.
- If it is necessary to evacuate the building, the fire alarm will sound.
- Haringey Council will be notified as soon as possible
- If necessary, parents will be notified as soon as it is practicable to do so via our messaging service service (text and email).
- Pupils will not be released to parents during a lockdown.
- Alternative procedures are in place for members of staff who do not have a regular office or classroom, they will be directed to assemble in the:
 - main office;
 - Headteacher's/Deputy Heads' offices;
 - Intervention room(s);
 - Music/ICT/Art room(s) and follow the above procedures.
- Visitors/volunteers/peripatetic staff are included in the school lockdown plan.
- Staff will be trained to recognise the lockdown termination announcement/signal so that they know that it is authentic.
- As far as practicable, specific arrangements will be made for pupils/staff with different needs (i.e. hearing/visual impairment or mobility needs).

- Areas in the school that cannot be effectively locked down are identified and the lockdown procedures include instructions on removing staff and pupils from these areas to a place of safety (i.e. toilets/outbuildings).
- An overview sheet outlining the school's procedures will be displayed in the staffroom and other places throughout the school as appropriate (see Appendix B).

Lockdown

If the school is in a lockdown and the fire alarm sounds, the school will contact the emergency services as a normal fire alarm activation. A nominated member of staff who has a means of remote communication (e.g. walkie talkie) will check the fire alarm panel to establish what zone has been activated. Once the zone has been identified, the alarm should be silenced and another person sent to the area to investigate. They will need to approach with caution as there may be a fire or an intruder may have activated the alarm. If a fire is discovered this information should be communicated back to the person at the fire alarm panel, who should resound the alarm, update the emergency services and evacuate the school.

Due to the fast moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively. Staff - members of the senior management team, school administrators, teaching staff and non-teaching staff - have clear roles and responsibilities and are familiar with the school's lockdown procedures. The school's practice will involve:

- conducting a number of discussion exercises with the senior leadership team to test the procedures against various scenarios;
- rehearsing lockdown arrangements with all staff and pupils;
- displaying lockdown drill information in classroom and teaching places alongside information relating to fire drills.

Staff's understanding will be regularly checked with scheduled training refreshers (Induction INSET). A lockdown drill will be undertaken at least once a year and Senior Leaders will monitor the effectiveness of the school's arrangements and be debriefed.

Parents will be informed that the school has a lockdown plan and that it will be tested during the academic year.

Communication

In the event of an actual lockdown, any incident or development will be communicated to parents and carers as soon as is practicable. Parents/carers will be concerned but regular communication of accurate information will help to alleviate undue anxiety. The school will endeavour to reassure parents and carers that the

school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done.

The school will also reinforce the message that 'the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody will be allowed in or out of the school and that should parents present themselves at the school during a lockdown under no circumstances will members of staff leave the building to communicate directly with them.

Parents/carers will be given enough information 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 because calling the school could tie up telephone lines that are required for contacting emergency support providers;
- do not come to the school as this could interfere with emergency support 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 to collect their children, and where this will be from;
- are aware of what will happen if the lockdown continues beyond school hours.

Emergency Services

The school will keep lines of communication open with the Emergency Services. The school site may or may not be cordoned off by them depending on the severity of the incident that has triggered the lockdown.

In the event of a prolonged lockdown or a more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency. A reception centre for friends and family could be set-up outside of the cordoned area.

Training

Lock down drills will take place at least once a year in addition to fire drills and monitored for their effectiveness and staff will be consulted on their effectiveness in order to identify and implement improvements.

Links to other documents and policies

- Keeping Children Safe in Education September 2016
- Emergency Plan

- Business Continuity Plan
- NaCTSO Guidance Note 1/2015

Equalities

Rhodes Avenue will ensure that it complies with its duties under the Equality Act 2010 and have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the above mentioned Act.

Procedures for policy monitoring and evaluation

All members of staff and governors will receive a copy of this policy. Hard copies are available to parents/carers on request free of charge and can be downloaded from the school's website. This Policy has been approved by the Governing Body and the School Leadership Team and it will be reviewed in line with the school's policy schedule.

Persons Responsible

Headteacher
Deputy Headteacher
The Health and Safety Committee

'Stay Safe'

Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack.

Run

Escape if you can.

- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

Hide

If you can't RUN, HIDE.

- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

Tell

Call 999 - What do the police need to know?

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?

- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

Emergency Procedures

'Shelter in Buildings' Alarm

Partial Lockdown

On hearing the *Shelter in Building Alert* (Klaxon) stay inside class/school building. If you are outside when the bell sounds, make your way to your classroom/room/base. Close doors and windows. Await instructions from nominated leaders for the 'all clear'.

Full Lockdown

On hearing the *Shelter in Building Alert* (Klaxon and telephone alert ring) stay inside your room or classroom. If you are outside when the alert sounds, make your way to the nearest classroom, hall or room.

Set your mobile phone to silent. A text/email will be sent to your phone. Updates, instructions and further information will be shared on your mobile phone.

Take a register/number count of pupils as staff.

If you are with children it is important to:

- remain calm;
- reassure them;
- remind them to follow your instructions.

Fire Alarm

In the event of the fire alarm sounding please leave the school buildings according to your Emergency Evacuation Plan or by the nearest fire escape route and assemble at your nearest muster point or designated area.