



Lockdown Procedure

Written By	Senior Leadership Team	
Frequency of Review	3 years	
Date reviewed and approved by Governing Body		
Date of next review		
Display on Website	✓	
Purpose	To define procedures to be used in the case of an emergency requiring all children and adults to be inside the building	
Consultation	Governors	✓
	Parents	×
	Pupils	×
	Staff	✓
Links with other policies	Child Protection Safeguarding	

This document is based on advice from:
Lockdown Procedures Guidance for schools, May 2017
Prepared by: Kingston Council Contingency Planning Team

Roles and Responsibilities

This procedure is to be used in the case of an emergency requiring all children to be inside the building.

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 should have clear roles and responsibilities and it is of vital importance that the school's lockdown procedures are familiar to members of the:

- Senior management team
- School administrators
- Teaching staff
- Non-teaching staff
- Pupils

Role	Responsibility
<p>Lockdown Manager (Deputy in his/her absence)</p>	<ul style="list-style-type: none"> • Initiate, manage and conclude lockdown • Communicate with Emergency Services • Notify: <ul style="list-style-type: none"> • Achieving for Children • Kingston Council • Kingston CCTV Control Room • Parents using established communications system ie text message • Instruct the all-clear signal to be given • Rehearse lockdown drill once a year and debrief all staff and update procedures as a result of drill • Display lockdown drill information in all classrooms alongside fire drill information • Conduct a number of table top exercises with the senior leadership team to test the procedures against various scenarios • Identify areas that cannot be locked down; ensure procedures include instruction for removing personnel from these areas to a place of safety
<p>Classroom Staff</p>	<ul style="list-style-type: none"> • Close and lock, where possible, all doors and windows • Close blinds on all doors and windows • Bring any pupils or staff who are outside

Role	Responsibility
	<p>the school buildings inside as quickly as possible</p> <ul style="list-style-type: none"> • Notify Office of any pupils not accounted for and any additional personnel that are in the room using phone in Year Area, email or mobile phone
Nominated member of staff from each Year Group	<ul style="list-style-type: none"> • Check the nearest corridor doors are locked, not forgetting any specialist teaching and staff rooms
Office Staff	<ul style="list-style-type: none"> • Sound alarm using agreed lockdown signal • Lock the front door
Member of staff with remote communication capability	<p>If the fire alarm sounds:</p> <ul style="list-style-type: none"> • Go to the fire alarm panel to establish what zone has been activated. Identify the zone that has triggered the alarm • Silence the alarm • Send another person to the identified area to investigate.
Member of staff to investigate authenticity of fire alarm	<p>When instructed to do so:</p> <ul style="list-style-type: none"> • Approach with caution (as there may be a fire or <i>an intruder may have activated the alarm</i>) the zone where fire alarm panel has indicated that the fire located • 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 • If the intruder has activated the alarm this information should be communicated back to the person at the fire alarm panel, who should update the emergency services • He/she should return to the classroom until the all clear is given.

Type of Lockdown

Staff should be aware that there are two types of lockdown: Partial and Full.

Partial Lockdown

Likely cause:

- A reported incident/civil disturbance in the local community with potential risk to personnel in the school
- Warning received regarding the risk of air pollution etc

Immediate Action

All personnel remain inside the school buildings

All doors leading outside should be locked

No one allowed to enter or leave the building

In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.

Staff should use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants.

Full Lockdown

The aim of a full lockdown is for the school and its rooms to appear to be empty.

Likely cause:

An immediate threat to the school, such as:

- A potentially dangerous intruder is seen on the school grounds
- A potentially dangerous dog or other animal is loose in the grounds
- A chemical spill from an upper or lower tier COMAH¹ site
- The police have informed us we should use our lockdown procedure

LOCK DOWN SIGNAL: Intermittent, continuous on/off school bell

The bell is located in the school office beneath the disabled refuge call phone. On hearing this signal, the following actions should be taken:

¹ COMAH = Control of Major Accident Hazards

1. **CLASSROOM STAFF**

- 1.1. If you are outside with your class, return to the building via the nearest door, locking it behind the last person if you can see no other children or staff in the area behind you.
- 1.2. Return to your classroom in an orderly manner, locking all outside doors (unless you can see children or staff coming towards the building).
- 1.3. Close all the windows and blinds, leaving the door blind until last.
- 1.4. Notify Office of any pupils not accounted for and any additional personnel that are in the room via phone in Year Group Area, or email.
- 1.5. Nominated member of the staff from the Year Group should check the nearest corridor doors are locked, not forgetting any specialist teaching and staff rooms.
- 1.6. In each case, when locking a door, do not lock out any staff or children you can see in the area coming towards you, but remain by the door to lock it once everyone is in.
- 1.7. Seat the children away from the windows under the tables.
- 1.8. Staff should encourage the pupils to keep calm.
- 1.9. If it is safe to do so, retrieve your phone and set to silent.
- 1.10. Log in to your school email account and check frequently for updates.
- 1.11. Pupils must not be released to parents during a lockdown.
- 1.12. We cannot plan for all eventualities but if you are on the field, in the computing suite, alone with a small group of children in a room, or a child is in the toilets or having a music lesson, then return to your own class if you feel it is safe to do so or go to the nearest place of safety.

2. **OFFICE STAFF**

- 2.1. Lock the front door.
- 2.2. One member of staff should lock any adjoining specialist teaching rooms and the staff room door
- 2.3. Close the hatch and blinds
- 2.4. Bring the telephone to the floor
- 2.5. Remain out of sight under the desks
- 2.6. Call 999
- 2.7. If it is safe to do so, retrieve your phone and set to silent.
- 2.8. Log in to your school email account and check frequently for updates.
- 2.9. Follow revised evacuation procedures for a Fire Alarm evacuation during a Lockdown.

3. LUNCHTIME/PLAYTIME PROCEDURE

- 3.1. Staff should direct children to the nearest door leading inside the main school buildings.
- 3.2. A member of staff should remain by each of the external doors until all children and staff are off the playground, after which they should lock it and return to their classroom to ensure (1.4) has been followed.

4. LOCKDOWN THAT EXTENDS BEYOND NORMAL SCHOOL HOURS

If the lockdown continues to be in place beyond the normal closing time for the school, the lockdown procedures shall continue to be followed until the all-clear signal is given. No personnel will be allowed to leave the site. Parents will continue to be informed by agreed communication channels and Emergency Service staff in attendance at the School, as appropriate.

5. ALL CLEAR

Lockdown Manager (Deputy in his/her absence) will ascertain when the situation is safe and will instruct the 'all clear' signal to be given.

- **ALL CLEAR SIGNAL:** SLT will inform teachers and other members of staff when it is safe by visiting each classroom.

Evacuation following a Fire Alarm during Lockdown

In the event a school is in lockdown and the fire alarm sounds, the school will contact the emergency services as in a normal fire alarm activation. However, **staff should wait for the alarm to re-sound** before evacuating the building.

In the meantime, the nominated member of staff who has a means of remote communication (eg a walkie talkie) will:

1. Go to the fire alarm panel to establish what zone has been activated. Identify the zone that has triggered the alarm
2. Silence the alarm
3. Send another person to the identified area to investigate if the alarm is genuine.
4. Either: Re-sound the alarm once it has been confirmed as genuine.
5. Or: Communicate to the Emergency Services that it is a false alarm once confirmation has been received.

The person sent to investigate the fire alarm will:

1. Approach with caution as there may be a fire or **an intruder may have activated the alarm.**
2. 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
3. If the intruder has activated the alarm the staff member should communicate back to the person at the fire alarm panel that it is a false alarm, return to his/her previous location until the all clear is given.

Communication between parents and the school

Arrangements for communicating with parents in the event of a lockdown, are to be routinely shared either via newsletter or the school website.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents will be given enough information, where possible, 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 and understand that calling the school could tie up telephone lines that are required for contacting emergency support providers.
- Do not come to the school. They 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.
- Will understand that when the school is in a full lockdown situation the switchboard and entrances will be un-manned, external doors will be locked and nobody will be allowed in or out until the Emergency Services give the all-clear
- Any parents on the school premises during a lockdown will not be allowed to leave until instructed to do so.

Emergency Services

The Lockdown Manager (Deputy in his/her absence) will keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Head Teacher with regarding the timing of communication to parents.

In the event of a prolonged lockdown or 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, also referred to as humanitarian assistance. A reception centre for friends and family could be set-up outside of the cordoned area.

Date: 31st October 2017

Signed, Head Teacher

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Signed, Chair of Governors

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