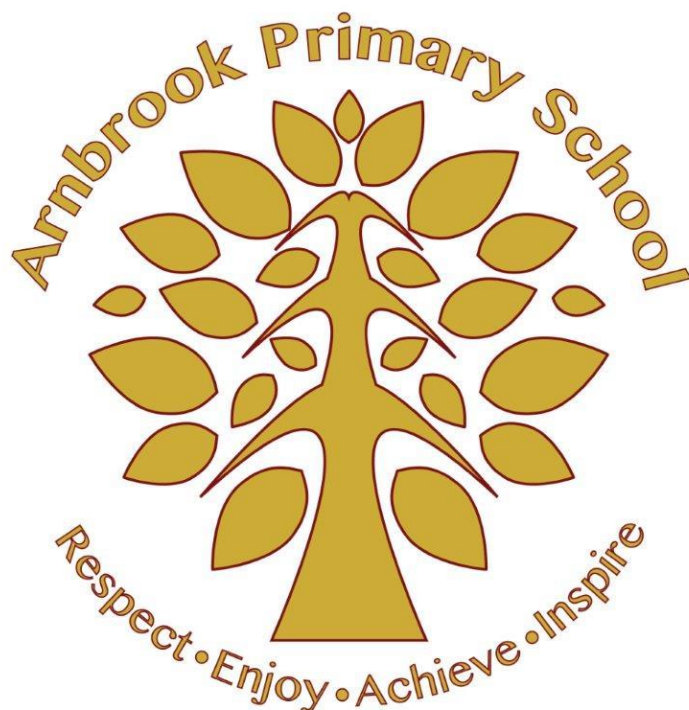


# Arnbrook Primary School



## Lockdown Policy

<b>Approved by:</b>	Trust Board
<b>Date:</b>	
<b>Minute no:</b>	
<b>Version:</b>	DRAFT v1
<b>Review cycle:</b>	Annual
<b>Publication:</b>	Internal & public – CHECK



# Contents

1. Rationale
2. Notification Methods
3. Procedures
4. Implementation
5. Main Responsibilities
6. Lockdown Procedures
7. Communication with Parents and Carers

## 1. Rationale

---

The health, safety and welfare of all children and staff at Arnbrook Primary School is the priority of the school at all times.

On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be

- Proximity of dangerous dogs
- A serious or emergency accident or incident requiring the emergency services at the school;
- A swarm of bees or wasps;
- Wild animals on site e.g. fox;
- Serious weather conditions
- A major fire in the vicinity of school
- Attempted access to the school by unauthorised persons intent on causing harm and/or damage.
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
- A nearby chemical spillage
- A reported incident or civil disturbance in the local community (with the potential to pose a risk to staff and pupils at the school).

This policy applies to all employees, volunteers, parents/carers/pupils and people visiting the school site. It covers the procedures staff should take if and when the school is required to go into lockdown.

## 2. Notification Methods

---

All persons are responsible for informing the Head teacher and or assistant head if they become aware of a situation where a Lockdown may be required.

The Head teacher or SLT is then responsible for notifying all persons that Lockdown procedures need to commence.

The lockdown procedures will depend on the type of risk. In all instances staff should assume a full lockdown is taking place, unless instructed otherwise by SLT.

Locations of doorbell transmitters: Admin Office

Location of doorbell receivers: New build office, new build communal area.

The old fire alarm system will be used for main school, where the button to activate is in the admin office.

### **3. Procedures**

---

There are two types of lockdown that we have identified the procedures and systems for;

- Partial lockdown - At times the school may need move into a partial lockdown, for example an ambulance arriving to one of the class rooms. This would mean that all pupils in classrooms need to remain inside as the gates may be open.
- Full lockdown- used in situations where, even when inside there remains a risk and further control measures are needed.

### **4. Implementation**

---

It is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, teachers, support staff and visitors to the school.

To achieve this, a lock down practice will be undertaken once a year. The impact of the implementation of this practice will be kept to a minimum for the children. It will be carried out in a calm and 'matter of fact' way with a minimum of impact to the school day. Children will be reassured if they require any further explanations. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Temporary visitors will be told of actions that need to be taken if the need arises when they are on site.

### **5. Main Responsibilities**

---

The Admin Team or a member of SLT are responsible for contacting the emergency services, if necessary.

Admin, SLT or Site Manager will lock exterior/perimeter doors and gates immediately

SLT and/ or Site Manager is responsible for confirming the 'all clear.'

### **6. Lockdown Procedures**

---

#### **Signal**

- Doorbell buttons are situated in the Admin Office and will be pressed by the identified member of staff.
- If a member of staff identifies a cause for lockdown procedures, e.g. dog on playground, they should phone the school office immediately
- A doorbell receiver will sound in the new build and old fire alarm system in main school.
- If outside, whistle blown three sharp blows
- If any groups on trips, Admin Team to contact them and assess whether it is safer for them to remain where they are.
- Staff to be mindful of any children with a PEEP (Personal Emergency Evacuation Plan) in place

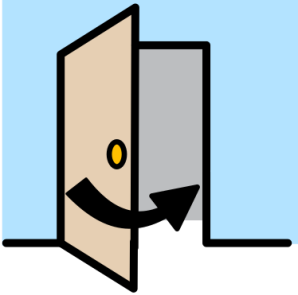

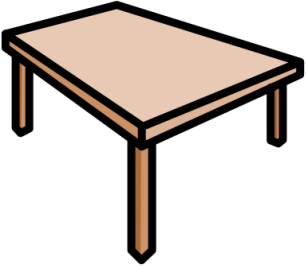
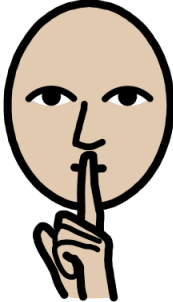

### **Initial Action**

- All children will be ushered into the school building as quickly as possible, through the nearest entrance
- Staff lock all external doors and windows
- One member of staff in each room will get their personal mobile. This phone will remain on but in silent and not in vibrate mode.

### **Assembly**

- If inside children and adults should stay in the room they are in and follow the protection procedure below.
- If children are outside on the playground or field then:
  - EYFS to come from their playground back into their classroom
  - Y1 & Y6 to go to Downie class
  - Y2 & 3/4 to go to Library
  - Y5 to go to the middle classroom

## Protection

C		<p style="text-align: center;"><b>Close</b></p> <p>Close all windows and doors (internal and external).</p> <p>Block any access points into the classroom by moving furniture in front of doors, and use the door wedges.</p>
L		<p style="text-align: center;"><b>Lock</b></p> <p>Lock all windows, pull down blinds and switch off lights.</p>
O		<p style="text-align: center;"><b>Out of Sight</b></p> <p>Out of sightlines from external windows and doors - Sit on the floor, against a wall or if possible, under tables.</p> <p>Lights, interactive whiteboards and computer monitors should be turned off</p>
S		<p style="text-align: center;"><b>Silent and Still</b></p> <p>Stay silent and still, avoid drawing attention. Keep pupils calm by offering constant reassurance, reading a story quietly, etc.</p> <p>Mobile telephones should be placed on silent mode. Instructions will be given via WhatsApp or verbally from a member of the leadership if safe.</p> <p>Walkie Talkies should be turned down/ off</p>
E		<p style="text-align: center;"><b>Endure</b></p> <p>Endure; be aware that you may be in lockdown for some time.</p> <p>DO NOT leave the classroom to find out what is happening.</p> <p>Staff should remain in lockdown positions until informed by a member of the schools SLT team or emergency services that there is an 'all clear' or being instructed to evacuate.</p> <p>Once the lockdown procedure is over, or during the procedure, notify a member of SLT or a DSL if any children are missing.</p>

Complete a silent/ quiet roll call. If possible, notify the school office through the WhatsApp group identifying any children not accounted for.

If possible, staff should notify the school office through the WhatsApp group that they have entered lockdown procedures.

SLT will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services.

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

**Only SLT and DSLs are permitted to move around school during a lockdown.**

### **Partial Lockdown**

At times the school may need move into a partial lockdown... for example an ambulance arriving to one of the class rooms. This would mean that all pupils in classrooms need to remain inside as the gates may be open.

If this happens a message will be sent alerting staff to the reason of the partial lockdown. A member of the leadership team will also come round to speak to staff in each room, wherever possible. All situations are different, senior staff will conduct an on-going and dynamic risk assessment based on the information available and advice given from the Emergency Services or other outside agencies.

In a partial lockdown staff and pupils should remain in the school building and all external doors and windows should be locked.

No one should be allowed to enter or leave the building; however, teaching and work can continue as usual.

All outside activity to cease immediately, pupils and staff return to the building.

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

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.

Staff should then await further instructions.

SLT will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services.

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

### **After a Lockdown**

As soon as possible after the lockdown, class teachers should return to their classrooms and conduct a register, notifying the school office immediately of any pupils not accounted for.

A log of actions will be kept after the event

The Headteacher will review the process and a log of actions will be taken

The Headteacher will inform the Trust Board as soon as possible and give a summary version of events to them at the next opportunity or as soon as appropriately after the event.

## 7. Communication with Parents and Carers

---

### 7.1 General

Parents will be notified of the lockdown procedure on ClassDojo when it is appropriate and as soon as possible. Guidance will be taken from emergency services if necessary

The message will read:

*'The school is in a full lockdown procedure. During this period, the telephones and entrances will not be staffed and all external doors and gates are locked. Nobody is allowed in or out of the school building during this time.'*

Parents must 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.

Parents must not contact the school. Calling the school could tie up telephone lines that are required for contacting emergency support providers.

Updated information will be posted on ClassDojo as soon as is practically possible

Parents will be reassured that the school understands their concern for their child's welfare and is doing everything possible to ensure their safety

Parents should wait for the school to contact them when it is safe to collect their children, and where this will be from

If the end of the school day is extended due to lockdown procedures, parents and carers will be notified and will receive information about the time and place pupils can be collected from school staff or emergency services.

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