

## **Roche CP School Lockdown procedure 2020**

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 and staff.

The following procedure is not applicable to lockdown in response to Covid or similar pandemic.

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)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

### **The school's lockdown plan is as follows: On receipt of information that would trigger a lockdown;**

- The message 'Lockdown' will be taken by one or both members of office staff to all of the classes in school. This should start with Year 6 then the junior corridor classes and end with the intervention room and hall. Once this is completed any classes that may be on the field or playground or in the old School House should be informed so that they can return to class. Any other available adults may be used in order to pass the message quickly around school.
- Year 6 will immediately leave their classroom and relocate in to the hall in the main building.
- A staff member from the office will lock the front door and corridor door
- Children should return to their classrooms via corridors rather than crossing the courtyard
- The message is 'LOCKDOWN' with no further explanation at that time in order to make the process as quick as possible.
- Responsible adults in class should ensure that the external classroom doors and windows are locked
- Responsible adults in class should take a head count or register to ensure that all children are accounted for and inform the office by internal phone of any that are not.
- If the lockdown is initiated by a school concern then office staff should call 999 to request emergency services.
- If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site to the playground and carry out a head count..

- Everyone should remain inside until an all clear has been given or we have been told to evacuate by emergency services.

#### **Further action depending upon the nature of concern;**

- Block access points to the school and classrooms with furniture to provide obstruction.
- Sit on the floor and under tables
- Hide below window view height or in the cloakroom
- Staff should encourage the pupils to keep calm

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 should be undertaken at least once a year.

Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

#### **Partial Lockdown Alert to staff**

'Partial lockdown.' 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. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

#### **Immediate action:**

- All outside activity to cease immediately, pupils and staff return to building
- All staff and pupils remain in building and external doors and windows locked

Movement may be permitted within the building dependent upon Circumstances but this must be supervised by a member of staff. All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. 'Partial lockdown' is a precautionary measure but puts the school in 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.

#### **Communication with Parents**

Parents will be notified as soon as it is practicable to do so via text messaging. Pupils will not be released to parents during a lockdown. If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate shared. At this point the decision will be made to evacuate to the playground or offsite to the Football club.

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. 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 to come and get their children, and where this will be from.

### **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 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 Headteacher with regarding the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario.

## **LOCKDOWN**

- **TELL Year 6.**
- **Lock the corridor door**
- **TELL Junior corridor, Reception class, Year 1 , Butterfly room, teaching kitchen, Dan's teaching room, intervention room, hall, kitchen, staffroom.**
- **Lock the outer front door**
- **Tell any groups in school house or playground to get back in to class and lockdown**
- **If initiated by school call 999**
- **Prepare registers and grab bag for possible evacuation**
- **Wait for 'all clear' or instruction from emergency services**
- **When instructed inform parents via group text**

## **LOCKDOWN PROCEDURE;**

- THE INSTRUCTION WILL BE LOCKDOWN.
- LOCK WINDOWS AND DOORS.
- CONDUCT A HEADCOUNT.
- ACCOUNT FOR ANY CHILDREN WHO MAY BE OUT OF CLASS AND INFORM THE OFFICE. DO NOT LEAVE THE CLASS TO GET CHILDREN.
- AWAIT INSTRUCTIONS

**IF REQUIRED, PREPARE TO;**

- MOVE THE CHILDREN TO ANOTHER AREA WITHIN SCHOOL
- EVACUATE THE CHILDREN TO THE PLAYGROUND AS IN A FIRE EVACUATION
- GET CHILDREN TO HIDE UNDER TABLES OR IN THE CLOAKROOM