



St Peter's C.E. Primary School

Lockdown Policy and Procedures (Adopted Summer 2023)

Date Adopted: 18.06.24

Date of Review: Summer 2024

Committee: FGB

RATIONALE:

As part of our Health and Safety policies and procedures the school has a lockdown Policy. On very rare occasions it may be necessary to seal off the school so that it cannot 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.

A lockdown is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent in causing harm/damage.

GUIDELINES:

Notification of Lockdown

Staff will be notified that the lockdown procedures are to take place immediately on hearing the specified alarm, which is a **continuous** bell. This is in contrast to the fire alarm bell. The alarm will be activated by the office staff when alerted by a member of staff.

Procedures:

Follow the **CLOSE** procedure:

Close all exterior windows, blinds and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be in lockdown for some time

1. The above signal will activate a process of children being ushered into a designated safe place as quickly as possible, bolting of classroom doors and the locking of the outside doors/ gates where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the exterior windows and doors are closed/locked/blinds down where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off.

3. Children not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged. Staff not in class for any reason should go to the nearest room and employ lockdown procedures.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

4. Staff to support children in keeping calm and quiet.
5. Staff to remain in lockdown positions until informed by SLT.
6. As soon as possible after the lockdown, teachers return to their classrooms and conduct a register, notifying the office immediately of any pupils not accounted for.

Staff Roles:

- School Office Staff to ensure that front office is locked, including main office entrance, and police called.
- Individual teachers/ TAs lock/close exterior windows and doors.
- Staff to be aware of “Safe Zones” in schools and ensure children get to nearest point (Appendix A).

ALL ADULTS SHOULD CHECK THEIR NEAREST ENTRANCE DOORS

Communication with parents:

If necessary parents will be notified as soon as it is practical to do so via the school’s established communication network: text via ESchools. If the incident occurs during the school day and a letter is possible by the end of the day, this will be passed onto parents.

In the event of a lockdown near home time a text will be sent to all parents which contains the following words:

'...the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out. Please do not call the school as this may tie up emergency lines.'

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school, as it may put them and their child at risk.

PUPILS WILL NOT BE RELEASED TO PARENTS DURING A LOCKDOWN

Parents will be asked:

- Not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

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

Lockdown drills

Lockdown practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Post event

A member of the office staff will ring the hand bell to notify staff that lockdown is over. The Headteacher will organise a debrief.

APPENDIX A

Action: Lockdown During Lesson Times

- Office space secured:
Office staff to lock front door if possible and exterior windows in this area. Staff to stay low and out of sight.
Office staff to sound the alarm to notify other staff members and pupils.
Office staff to alert Community Patrol / Police Service
- Kitchen staff to secure all doors, close shutters and go into office space in the kitchen with door closed.
- Classes cleared quickly to a safe space:
Close blinds. Turn off lights and monitors. Children to immediately sit on floor away from window, under a table if possible.
Staff to remain low, classroom doors to be bolted. Staff member to attempt to shut corridor exterior windows if not dangerous to do so. **No telephone contact**

ICT Suite - As above but do not close blinds. **No telephone contact**

APPENDIX B

Action: Lockdown During Lunch Time/Play Time

- Office space secured:
Office staff to lock front door if possible and exterior windows in this area. Staff to stay low and out of sight.
Office staff to sound the alarm to notify other staff members and pupils.
Office staff to alert Community Patrol / Police Service
- Kitchen staff to secure all doors, close shutters and go into office space in the kitchen with door closed.
- All children to move into the hall and sit on the floor underneath tables or windows. Close concertina doors. Close all curtains. Lock dining room and hall door. Children to sit quietly. Staff to also remain low and spread around room. (Can be seen from Hall).
- Any children on the playground to be taken to the ICT suite; if safe to do so pupils can be taken inside the main school building and to the nearest safe space.
- Staff should leave staff room and meet children in class room if safe to do so, assisting with locking doors and windows on way.

APPENDIX C

Action: Lockdown when in Hall

- Children to sit on the floor underneath the windows, away from the doors. Close concertina doors. Close all curtains. Lock dining room and hall door. Children to sit quietly. Staff to also remain low and spread around room. (Can be seen from Hall).

APPENDIX D

The following rules should be displayed for teacher reference in classrooms

Stay Safe Procedures:

In the event that there is an internal threat, the Stay Safe Procedures will take primacy, i.e.,

RUN

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Insist others leave with you
- Leave all belongings behind.

HIDE

- If you can't RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they can see you
- 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 were the suspects last seen?
- Descriptions – Describe attackers, numbers features clothing etc.

- Further Information – Casualties, types of injury, building info, hostages

ARMED POLICE RESPONSE

- Follow officers instructions
- Remain calm
- Post Event:
 - The person in charge will decide on who to notify conveying a corporate message that, 'safety was always paramount'.
 - The Head teacher will organise a debrief with relevant parties.

APPENDIX E

The following rules should be shared with pupils

Here are the steps of what we do during the drill: The name for it is PAL.

P is for PAUSE: First, pause and take a deep breath. Breathing helps your mind work.

A is for ADULT: Wherever you are in school, find a trusted adult. If you are in the classroom, stay there and find your teacher or other adult in the room you know. If you are outside, look for the teacher or other support adult staff closest to you, they will know what to do and where to go.

L is for LISTEN: Listen to the teachers instructions. The teacher will know what to do and will tell you. This is trickier than a fire drill because depending on where you are, you won't always go to the same place each time. You will know what to do if you listen. Listening is so important. Also during this time, the teachers will lock the doors to their classrooms. When everything is safe, the teacher will tell you that everything is all clear and we can go back to enjoying our regular school day.