

Brighter Futures Academy Trust

Lockdown Procedures Policy



Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date
C Howarth	April 2018	April 2020
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Lockdown Procedures for Brighter Futures Academy Trust

Lockdown procedures are 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 aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. As with any challenging situation, we cannot predict the outcome, but we can put into action procedures to ensure that potential harm is minimised.

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 animal roaming loose

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, regular volunteers in school and supply teachers. To achieve this, a lockdown drill should be undertaken at least once a year. Parent/carers too should know that the school has a lockdown plan.

Lockdown Guidance

In the event of a lockdown the following procedures are guidance for action.

Full Lockdown

- **Alert to staff:** 'Full lockdown' via the sounding of an intermittent whistle blowing. This may de-escalate to a partial lockdown.
- This signifies an immediate threat to the school – indicated by Executive Head Teacher/ Head Teacher/ Deputy Head Teacher or a member of the Senior Leadership Team in their absence.

The following basic principles are to be followed in the case of 'Lockdown':

- Staff to be alerted to the activation by an intermittent whistle blowing.
- Pupils who are outside of the school buildings are brought inside as quickly as possible through the nearest entrance.
IF IT IS SAFE TO DO SO
- Pupils and staff should move silently using the minimal amount of noise. School staff should direct the pupils to safety and use a low level voice and visual directions to instruct them.
- Those inside the school should move to their safety zones.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked)

- Once in lockdown mode, the priority is to keep the children/staff safe, hidden and calm. Staff should notify the office immediately of any pupils not accounted (and instigate an immediate search for any missing pupils).
- Staff should encourage the pupils to keep calm.
- As appropriate, the school should establish communication with the Emergency Services as soon as possible.
- The LA should be notified.
- If necessary, parent/carers should be notified as soon as it is practicable to do so via the school's established communications system
- Pupils will not be released to parent/carers during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded.
- Staff should await further instructions via email
- Only when the 'ALL CLEAR' signal is given should it be taken that there is no longer any threat.

Medical procedures should be followed as rigorously as possible (see partial lockdown procedures).

Partial Lockdown (external threat – pupils and staff to remain inside) this will be used as a de-escalation from a full lock down.

Alert to staff: 'Partial lockdown' will be used as a de-escalation from full lockdown. Staff will be alerted via email

Immediate action:

- All outside activity to cease immediately, pupils to line up by an adult, pupils and staff return to building. An adult to ensure that they lead the pupils in and direct, another adult to be the last person inside and shut the door behind them.
- An adult to open the external doors to provide more entrances to the school. Pupils on break enter through the nearest available entrance and go straight to their safety zones. All staff to go to safety zones.
- **Staff member to collect medical box on their way and take to safety zone.**
- All pupils with medical needs in each class, should be in the safe safety area.
- All staff and pupils remain in building and external doors and windows

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an ongoing 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.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

During the lockdown, staff will keep lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

Communication will be via group email or mobile phones.

Again only when the call 'ALL CLEAR' should it be known that there is no longer a threat.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parent/carers, will be routinely shared with parents either by newsletter or via the school website.

School will make parents aware of the lockdown policy and procedures. In the event of a full lockdown, the incident or development will be communicated to parent/carers as soon as is practicable by the senior member of staff.

Parent/carers will 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 you to come get your children, and where this will be from.

However, it may also be prudent to reinforce the message '..the school is in a full lockdown situation. During this period the phone and entrances will be un-manned, external doors locked and nobody allowed in or out...'

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 Head teacher with regarding the timing of communication to parents.

Staff should not post any information on social media or communicate with the press. Communication to parents must go through the proper channels.

Emergency contract numbers can be found on the emergency plan in the Heads office or on Evolve.

Safety Zones- Field Lane Primary School

Move from	Safety zones
EYFS	Remain in unit
Year 1/2	Remain in classroom/use the library area
Year 1/2	Remain in classroom/use cloak room area
Year 3/4	Remain in classroom/use cloak room/ reading area
Year 5	Remain in classroom/use cloak room
Year 6	Remain in classroom/use cloak room
School hall	Move up to Year 5/6 classrooms
Main reception	Admin office
Pastoral office	Remain with door locked
Kitchen staff	Pastoral office