

St Andrew's CE (VA) Infant School

Lockdown Procedure



Title	Lockdown Procedure
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Version	Date	Description	Revision author
1.1	March 2021	Inclusion of walkie talkies	Mrs S Hardaker
1.2	July 2023	Reviewed	Mrs N Shaw
1.3	May 2025	Reviewed and updated	Mrs J Swallow

Lockdown Procedure

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 minimize disruption to the learning environment whilst ensuring the safety of all pupils and staff.

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 in the school)
- 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 potentially dangerous animal roaming loose

Dependent on the severity of the situation either a full or partial lockdown may be activated.

It is important that all staff in school are familiar with these procedures.

PARTIAL LOCKDOWN

Partial lockdown is a precautionary measure to ensure safety of staff and pupils. It is designed to put the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Partial lockdown may be activated as a result of a reported incident/civil disturbance in the local community or a potential hazard in the vicinity e.g. a dog in the playground. It may also be activated if a warning is received regarding a risk of air pollution.

SIGNAL: 3 SHORT BLOWS OF THE WHISTLE – “PARTIAL LOCKDOWN” SAID IN WALKIES TALKIES

- SLT to send Learning Mentor or a member of Office Staff to **upstairs classrooms**, to ensure they have heard the signal. Verbal cue of “partial lockdown” to be given as necessary.
- SLT to ensure that a phone call is made to the kitchen (ext. 204) as they may not be able to hear the whistle.
- SLT to ensure they have walkie talkies with them and switched on to assist with communication.

- SLT to do a check with class teachers to ensure they have heard the signal. Verbal cue of “partial lockdown” to be given as necessary.
- Executive Head Teacher will be informed at Junior School (712895) if not on site.

Immediate actions:

- All outside activity to cease immediately, pupils and staff return to the building. Children return to their classroom including those in the library and ICT suite.
- All staff and pupils remind in building. External classroom doors and windows should be locked including the kitchen door.
- Classroom teachers to do a headcount of children and advise SLT immediately if anyone is not accounted for.

Ongoing:

- SLT to liaise with class teachers and confirm that all staff, children and visitors are accounted for.
- In the event of an air pollution issue, air vents to be closed (where possible) as an additional precaution.
- SLT to seek advice from Emergency Services if appropriate as to the best course of action in respect of the prevailing threat.
- Staff and children should stay in their classrooms. Movement may be permitted within the building dependent upon circumstances but this must be authorized by a member of SLT.

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.

All clear signal: This will be given verbally via SLT. Verbal prompt is “all clear”.

FULL LOCKDOWN

Partial lockdown will be activated when there is a clear and immediate threat to the safety of students or staff, e.g. armed intruder on site. It may be an escalation of a partial lockdown.

SIGNAL: 5 SHORT BLOWS OF THE WHISTLE – “FULL LOCKDOWN” SAID IN WALKIES TALKIES

- SLT to send Learning Mentor or a member of Office Staff to **upstairs classrooms**, to ensure they have heard the signal. Verbal cue of “lockdown” to be given as necessary.
- SLT to ensure that a phone call is made to the kitchen (ext. 204) as they are not able to hear the whistle.
- SLT to ensure they have walkie talkies with them and switched on to assist with communication.
- SLT to do a check with class teachers to ensure they have heard the signal. Verbal cue of “lockdown” to be given.

- Executive Head Teacher will be informed at the Junior School (712895) if not on site.

Immediate action:

- All pupils return to classrooms immediately.
- ALL external doors to be locked immediately including the main entrance.
- Front office staff to close the shutters if necessary.
- Windows locked, blinds drawn, pupils sit quietly out of sight of windows. Use tables and cupboards or any means to stay out of sight.
- Two classes maybe combined in one classroom if SLT advise. E.g. Class 3 moved in with Class 2.
- Classroom teachers to do a headcount of children and advise SLT immediately if anyone is not accounted for. SLT may need to contact each class in turn by mobile phone or walkie talkie if it is felt it is not safe to move around the building. Teachers will be advised to keep their mobile phones with them.
- SLT to contact emergency services to advise of the situation and seek assistance.
- At any point during the lockdown, the fire alarm may sound, and a verbal message via two way radios which is a cue to evacuate the building. NB: If a person is taken hostage the rest of the school will be evacuated to a safe place as directed by a member of SLT.
- It may be necessary to move all children to the hall if this is felt to be the safest area. This will depend on how the situation develops.
- During the lockdown, staff will keep agreed lines of communication open, via two way radios, verbally and by mobile, but will not make unnecessary calls to the central office as this could delay more important communication.
- SLT to ensure that parents are contacted via the text messaging system to update them on the situation as appropriate (see below).

Communication between parents and the school

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

Parents will be told:

“...the school is in a full lockdown situation. During this period the phones 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 the Emergency Services depending on the severity of the incident that has triggered the lockdown.

Emergency Services will also be able to advise the Head Teacher with regard to the timing of communication with parents.

All clear signal: Staff and pupils must remain in lockdown until it has been lifted by a member of SLT or Emergency Services. The verbal prompt is “all clear”.

Procedure Review:

This policy should be reviewed every 2 years.