

Polesden Lacey Infant School

Lockdown Procedure



Version	4.0
Date	Autumn 2019
Next Review	Autumn 2020

Lockdown Arrangements

1. Partial Lockdown

In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however teaching and work can continue as usual. 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. (Office staff will pass a message verbally to duty staff at playtime)
- All staff and pupils remain in building and external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans and heating 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 await further instructions.

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. Inform your **Area Schools Support Team**.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

2. Full Lockdown

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

Polesden Lacey Infant School tells all staff to apply common sense as completing desirable actions listed below may be too time consuming and may place staff in danger

Immediate action

- All pupils/staff go to the hall.
- Office staff should remain in their office if safe to do so otherwise proceed to the school hall bringing the phones.
- External doors locked.
- If safe to do so... windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in).
- Pupils/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, brick, wood and metal) The school hall on the stage and immediately in front of the stage on the carpet is most likely to be the safest place but staff will have to consider this depending on the threat.
- Lights, smartboards and computer monitors turned off.
- If possible staff should bring mobile phones
- Mobile phones should be turned off (or at the least turned onto silent so they cannot give away your position).
- A register to be taken of all pupils and staff.

- Staff should await further instructions.

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 agreed lines of communication open but not make unnecessary calls.

Please note

- Head teacher, Deputy Head or Senior teacher is the lockdown manager (in their absence this role is covered by a teacher) – who will initiate, manage and conclude lockdown
- Staff should remain calm and encourage children to remain calm
- Communication should be made with Emergency Services as soon as possible
- Pupil must not be released to parents during lockdown
- Fire alarm should be used if building needs to be evacuated
- Plans should be in place for any pupil with disability that might affect them following this procedure
- This plan applies to all staff (including Playschool staff) and volunteers
- A practice should take place at least once a year

Communication between parents and the school

Arrangements for communicating with parents in the event of a lockdown should be routinely shared either via newsletter or the school website.

In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

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 required for contacting emergency support providers.
- Do 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.
- Wait for the school to contact them about when it is safe to collect their children, and where this will be from.
- Are aware of what will happen if the lockdown continues beyond school hours.

The 'communication with parents' section of the school lockdown plan needs to reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, it may also be prudent to reinforce the message that **'the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody is allowed in or out...'**

Should parents present at the school during a lockdown under no circumstances should members of staff leave the building to communicate directly with them.

Annexe 1

'Shelter in Buildings' Alarm (full lockdown)

In the event of hand bell rung continuously, make your way to the school hall. If you are outside when this bell sounds, make your way to the school hall. **(NB.** There is a hand bell in each class room and one in the School Office).

Partial lockdown

Member of staff will pass message verbally.