

## St James' RC Primary School Lock down Procedures

Lock down 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.

Lock down 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 lock down plan is as follows:

<b>SIGNALS</b>	
Signal for full lock down	Announcement through the school 'code blue'
Signal for all-clear	Someone in person will come and advise

<b>Lockdown</b>		
Rooms most suitable for lock down	All rooms	
Entrance points (e.g doors, windows ) which should be secured	All doors locked and blinds drawn	
Communication arrangements	Via walkie talkie in shared areas	
Notes		
<b>Ref</b>	<b>Initial Response – lock down</b>	<b>Tick / Sign / Time</b>
1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety. Teachers responsible for own class.	

2	Lock / secure entrance points ( e.g doors, windows ) to prevent the intruder entering the building	
3	Dial 112/999.	
4	Ensure people take action to increase protection from attack: Block access points ( e.g move furniture to obstruct doorways ) Sit on the floor, under tables or against a wall Keep out of sight Draw curtains/ blinds Turn off lights Stay away from windows and doors	
5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
6	If possible, check for missing/ injured pupils, staff and visitors	
7	Remain inside until all an all-clear has been given, or unless told to evacuate by the emergency services	

- Staff will be alerted to the activation of the plan verbally, if a partial lock down and by a 'code blue' signal if a full lock down
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If children remain outside they will hide **inside School House or Gazebo (chosen place)**.
- Those inside the school should remain in their classrooms
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked)
- Once in lock down mode, staff should notify the office immediately of any pupils not accounted for via **email or walkie talkie** and instigate an immediate search for anyone missing
- **Ensure that pupils are not near any glass windows or doors in case they shatter**
- Staff should encourage the pupils to keep calm
- As appropriate, the school office will establish communication with the Emergency Services and notify Bromley Council via the 'School Emergency' phone number
- Parents will be notified as soon as it is practicable to do so via **email or website**
- Pupils will not be released to parents during a lock down
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be sent

It is of vital importance that the school's lock down procedures are familiar to all members of the school staff. To achieve this, a lock down drill should be undertaken

St. James' RC Primary School – Lock down Policy – Amanda Garlick – Autumn 2016- Revise Autumn 2019

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 (Staff will be alerted via walkie talkie or by a senior member of staff)
- 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.

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.

## **Full Lockdown**

### **Alert to staff: 'Full lock down'**

This signifies an immediate threat to the school and may be an escalation of a partial lock down – **The code blue signal will be heard**

### **Immediate action:**

- All pupils return to classrooms, except pupils who are in Forest School who will stay hidden. If it is a gas cloud or similar outside, Forest School pupils will come inside.
- External doors locked. Classroom doors blocked
- Windows locked, blinds drawn, pupils sit quietly out of sight
- 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, and a verbal message via **walkie talkie** which is a cue to evacuate the building
- During the lock down, staff will keep agreed lines of communication open, via walkie talkie, but will not make unnecessary calls to the central office as this could delay more important communication.

## **Communication between parents and the school**

School lock down 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 you to come and get their children, and where this will be from
- An automated message will be set up, which tells parents that the school is dealing with an incident and that they must look at the website for updates.  
**There will be no mention of a lock down, as this will alert terrorist groups to our vulnerable position.**

Parents will be told via an automated message:

*'There has been an incident and the school is dealing with using normal procedures. We will keep you updated via the school website. **The school will not mention the words lock down.***

### **Communication with the Media**

- The governors will prepare a media statement, which can be altered appropriately should it be required.

### **Pupils Off -Site**

If there are pupils off-site for any reason eg. school trip, the leader will be contacted by the school to tell them to stay where they are until told to return.

### **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 lock down.

Emergency Services will support the decision of the Head Teacher with regarding the timing of communication to parents.

In the event of a prolonged lock down or more severe scenario, Bromley Council have the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.