



Holywell Village First School Lockdown Procedures

To be followed along with The School Emergency Plan by SLT.

All policies are underpinned by our child protection procedures as laid down by the Child Protection Policy.

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 minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. It is incumbent on teaching staff that an active total of pupils within each class be visible in each classroom daily (on the whiteboard) to show how many pupils are in the room – this must be a live total; amended to include any late arrivals or early departures.

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 dog/animal roaming loose

The school's lockdown plan is as follows:

Signals	
Signal for Partial Lock-down	Audio message "This is an Amber Alert- Stay in your classrooms"
Signal for lockdown	Audio message "Lockdown – school is in lockdown"
Signal for all-clear	Audio message "Alert lifted - all clear"

- Staff will be alerted to the activation of the plan via audio emergency communication.
- Pupils who are outside of the school buildings are brought inside as quickly as possible (unless this endangers them or others). If this is not possible, ask pupils to hide or disperse (if this will improve their safety) and use hand-held radio to notify Head/School manager of location and how many children are with each adult.
- Those inside the school should remain in their classrooms/offices.
- All external doors and as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked using the door jammers)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via communication system and the head teacher and school manager will instigate a search for anyone missing if and when safe to do so.
- Staff should encourage the pupils to keep calm.
- As appropriate, communication with the Emergency Services will be established and Northumberland County Council notified.
- Parents/carers will be notified as soon as it is practicable to do so via the agreed text message/alert service.
- Pupils will not be released to parents/carers during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded and everyone should leave the building via the nearest exit and assemble on the school field.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, the lockdown procedures will be reviewed and discussed in 'Whole School' staff meetings, twice a year.

Partial Lockdown

Alert to staff: “Amber Alert – please remain in your classrooms”

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, pupil and staff to return to the building. (Staff will be alerted via internal alarm and/or verbal communication.)
- All staff and pupils remain in the building and external doors and windows locked
- Movement may be permitted within the building dependent upon circumstances but this must be limited and 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.

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

Full Lockdown

Alert to staff: “Full lockdown”

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- All pupils to return/remain in their classroom

- External doors locked. Classroom doors locked (with door jammers) and blocked with furniture.
- Windows locked, blinds drawn, pupils sit quietly out of sight under desks/ in cupboards etc.
- Register taken/head count- the office will contact each class in turn for an attendance report via the communication system.
- 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 communication system which is a cue to evacuate the building.
- During lockdown, staff will keep agreed lines of communication open, via coms system and e-mail, but will not make unnecessary calls to the central office as this could delay more important communication.

Communication between parents/carers and the school

Advice re procedures is given on the school website under the 'Important Information' tab.

In the event of an actual lockdown, any incident or development will be communicated to parents/carers as soon as is practicable. Parents/carers will be given enough information about what will happen so that they:

- Are reassured that the school understand 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 collect their children, and where this will be from.

Parents/carers will be told

“ ...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...”

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/carers.

In the event of a prolonged lockdown or more severe scenario, Northumberland County Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for family and friends outside of the cordoned area as per their Disaster Emergency Plan.

Head Teacher _____

Date _____

Chair of Governors _____

Date _____

Agreed at the full governing body meeting held on _____

Minutes reference _____

At a Glance Guidance (located in each room):

Full Lockdown		
Rooms most suitable for lockdown	All classes to remain in own classroom	
Entrance points (e.g. doors, windows) should be secured	External doors Fire doors Internal doors All windows	
Communication arrangements	Classroom intercom telephone LSA radios if outside play/lunchtime Mobile phones (Head teacher & School Manager)	
Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.	
Ref	Initial response- Lockdown	tick/sign/time
Action	Ensure all pupils are inside the school building. Alternatively, if this is not possible, ask pupils to hide or disperse if this will improve their safety All Adults are responsible for their own class.	
Action	Lock / secure entrance points (e.g. doors & windows) to prevent the intruder entering the building. Use door jammers for internal classroom doors (circumstance dependant). Ensure all blinds are closed and lights are off to inhibit children and staff being seen from outside the building. All adults are	

	responsible for their own class. Head Teacher and School Manager use door jammers on exit doors.	
Action	Dial 999. Dial once for each emergency service that you require. All staff who have access to a telephone to do so.	
Action	<p>Ensure people take action to increase protection from attack:</p> <ul style="list-style-type: none"> • Block access points (e.g. move furniture to obstruct doorways) • Sit on the floor, under tables or against a wall. Use cupboards for children if possible. • Keep out of site. • Draw curtains/blinds • Turn off lights • Stay away from windows and doors <p>All adults are responsible for their own class.</p>	
Action	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. All adults to be aware of these.	
Action	If possible, check for missing / injured pupils, staff and visitors. All adults responsible for this.	

	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	
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