



St Luke's CE Academy, Endon

Lockdown Policy & Procedures 2018-19

Introduction

St Luke's CE Academy, Endon has considered the need for robust and tested lockdown procedures. Lockdown procedures should be seen as sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of pupils, staff and visitors in the school.

Aims

- Prevent internal or external threats from causing harm to pupils and staff.
- Minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.
- Establish effective communication, within and beyond the school, in the event of a lockdown

Principles

School Procedures:

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 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

Lockdown:

- Staff are alerted to the activation of the plan by a recognised signal, audible throughout the school – this will be the sounding of the lockdown alarm (intermittent alarm sound)
- Pupils who are outside of the school buildings are brought inside via the nearest entrance (this could be different buildings) by a member of staff as quickly as possible
- Those inside the school should remain in their classrooms
- External doors locked and checked by SLT, classroom doors barricaded (as necessary), windows locked, blinds drawn, pupils sit quietly out of sight (as necessary)
- Register taken – the office will contact each class in turn for an attendance report via Walkie Talkies.
- Staff and pupils remain in lockdown 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 to the main office as this could delay more important communication.

- As appropriate, the school should establish communication with Emergency Services as soon as possible
- Staffordshire County Council should be notified via the 'School Emergency' phone number. SLT to add to phones
- Parents should be notified using the standard text message set up for Lockdown, as soon as it is practicable to do so via the school's text messaging service
- Pupils will not be released to parents during lockdown
- Staff should await further instructions via Walkie Talkies
- Throughout staff should encourage the pupils to keep calm

All situations are different. Once all staff, pupil and visitors are safely inside, Senior Leaders will conduct an ongoing and dynamic risk assessment based on advice from Staffordshire County Council Emergency Team and the Emergency Services. This can then be communicated to staff and pupils via Walkie Talkies.

Partial Lockdown:

During Lockdown an alert may be announced to staff via Walkie Talkies that the situation has moved to a state of 'Partial lockdown'. This may occur when the risk has been reduced or has changed in its nature. ALL staff and pupils should remain in the building and external doors and windows remain locked but that free movement may be permitted within the building.

'Partial Lockdown' could also be used as a precautionary measure but puts the school in a state of readiness (while retaining a degree of normality) should the situation escalate. This would be announced via Walkie Talkies. For example, in 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.

Communication between parents and the school:

In the event of a Lockdown a standard Lockdown text will be sent to parents.

"Your children are safe. The school is in lockdown due to an external threat. We will text again when lockdown is over. Please do not phone or come to school."

Further messages may be sent as opportunity or further information/advice arises.

Once the situation has been resolved a final text will be sent.

"Your children remain safe. The need for lockdown has now passed. Please collect your children within the next half an hour from the usual place."

Parents should be aware that:

- their child/ren's welfare is a priority
- they should not contact the school. Calling the school could tie up telephone lines that are needed for emergency providers

- they should not come to the school. They could interfere with the emergency provider's access to the school and may even put themselves and others in danger
- they should wait for the school to contact them about when it is safe for them to come get their children and where this will be form

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 Headteacher with regarding the timing of communication to parents.

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

Communication of the policy:

It is of vital importance that the school's lockdown procedures are familiar to members of the Senior Leadership Team, school administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. The key elements of the Lockdown Procedure are displayed on doors alongside Fire Procedure. Parents should know that the school has a lockdown plan and that a copy can be found on the school's website

Monitoring and Review

This policy will be reviewed annually or/and in light of any statutory or advisory changes.

Signed:

Signed:

Please print

Please print

Chair of Governors

Headteacher

[Insert date]

[Insert date]