



## POLICY

## FOR

# WSSC SCHOOL 'LOCKDOWN' PROCEDURES

In the event of an incident requiring you to take shelter, stay indoors in the classroom you are in or if you are outside or not in a classroom go to the nearest classroom. If you are in the studio or therapy building stay there.

For partial 'lockdowns' the coded message is 'Stay in the classroom'

For full 'lockdowns' the coded message is 'Stay in the classroom and find a safe space'

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## **1. Introduction**

'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, staff and visitors.

'Lockdown' procedures may be activated in response to any number of situations, which may include:

- 👑 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.) or chemical, biological or radiological contaminants;
- 👑 A major fire in the vicinity of the school;
- 👑 The close proximity of a dangerous dog/animal roaming loose.

## **2. 'Lockdown' Alert**

The nominated Lockdown Manager at the school is the Headteacher **Helen Elphick**. She will initiate, manage and conclude the 'lockdown'. They will also communicate with the emergency services. The role and responsibilities of the Lockdown Manager are recorded in Appendix 1.

The fire alarm will not be used to alert staff of the need to 'lockdown' to avoid potential confusion. If the fire alarm sounds during a 'lockdown' it is to be ignored unless smoke or flames are directly visible and pose an immediate threat to your location.

## **3. Lockdown Arrangements**

### **3.1 Partial Lockdown**

**Staff will be alerted by the tannoy system connected to the telephone (the lockdown manager will ensure that all staff in all buildings have heard the tannoy message and understood the need to initiate a lockdown). The SOS system will also be used.**

In a partial 'lockdown' staff and pupils must remain in the school building and all doors leading outside must be locked. No one can be allowed to enter or leave the building; however teaching and work should continue as usual if practicable to do so. 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, but whereby that risk is not immediate. It may also be as a result of a warning being received regarding the risk of air pollution, etc. especially any warning from the emergency services.

### **Immediate action**

- 👑 All outside activity to cease, pupils and staff return to the building. (The Lockdown Manager (senior staff member) will check the playground and inform classes if they are outside).
- 👑 All staff and pupils remain in the building and all external doors and windows to be locked shut, other than those as designated emergency exits.
- 👑 Free movement may be permitted within the building dependent upon circumstances.
- 👑 In the event of air pollution, chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems must be closed or turned off.
- 👑 Use anything to hand to seal up all the cracks around doors and any vents into the room – your aim is 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 any advice received from the Emergency Services.

Communication during a 'partial lockdown' will be via the school's internal phone system or direct communication from the Lockdown Manager.

A 'partial lockdown' may also be used as a precautionary measure; putting the school into 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.

Staff and pupils remain in 'lockdown' until it has been lifted by the Lockdown Manager or senior member of the emergency services.

### **3.1 Full 'Lockdown'**

**Staff will be alerted by a coded message over the school tannoy system (the lockdown manager will ensure that all staff in all buildings have heard the coded warning and understood the need to initiate a lockdown). The SOS system will also be used.**

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.

### **Immediate action**

- 👑 All pupils/staff to stay in their classroom or move to the nearest classroom;
- 👑 Office staff should remain in their office;
- 👑 All outside activity to cease, pupils and staff return to the building or exit the site and proceed to the studio. (The Lockdown Manager (senior staff member) will check the playground and inform classes if they are outside).
- 👑 External doors locked. Classroom doors locked (where a member of staff with a key is present) or barricaded;
- 👑 Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in);
- 👑 Pupils and staff to sit quietly out of sight and where possible in a location that would protect them from gunfire, bullets can go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls;
- 👑 Lights, smartboards and computer monitors turned off;
- 👑 Pupil's mobile phones to be turned off, staff mobiles to be set to silent with no vibrate;
- 👑 A register to be taken of all pupils and staff in each classroom/office;
- 👑 Communicate register of staff and pupils to the Lockdown Manager via mobile telephones;
- 👑 Staff should await further instructions.

During the 'lockdown', staff will keep agreed lines of communication open but not make unnecessary calls as this could delay more important communication. Staff are not to use the school's email system or internal phone lines as these may not be secure.

Staff and pupils remain in 'lockdown' until it has been lifted by the Lockdown Manager or senior member of the emergency services.

### **4. Unsafe Areas (if applicable)**

The following areas must not be used during a lockdown and should be evacuated as they cannot be secured:

**Main office and head's office (use the deputy office), school kitchen (the external door should be locked).**

### **5. Communication with Parents and Carers**

The 'lockdown' manager will inform parents and carers that the school is in lockdown via the school's **Texting SYSTEM**, the below template may be used:

**'The school is in a lockdown situation. During this period phones will not be answered, all doors are locked and nobody can enter or leave the site. We are working to ensure the safety of all our children. DO NOT come to the school until the incident has been resolved. We will keep you informed as best we can.'**

During a 'lockdown' no members of the public will be allowed into the school and parents/carers will be told not to travel to the school.

All staff, pupils and visitors to the school will not be allowed to leave the school until the lockdown has been declared over.

Parents and carers must not try to contact the school during the 'lockdown'.

Pupils will not be dismissed to parents or carers until the incident has been declared over by the Lockdown Manager or senior member of the emergency services.

## 6. Appendix 1 – Roles and Responsibilities

### Lockdown Manager

This should be the Headteacher or a designated member of the senior leadership team. A deputy Lockdown Manager should be designated in case the Lockdown Manager is not on the school site at the time a lockdown is declared.

👑 Alert all staff and pupils of the need to 'lockdown' the school.

👑 For partial 'lockdowns' this will be achieved via **the coded message 'stay in the classroom'** and for full 'lockdowns' this will be via **coded message 'stay in the classroom and find a safe space'**.

👑 Inform emergency services immediately.

👑 Inform parents/carers via the **schools texting service**.

👑 Ensure communication networks with all key staff are established.

### Classroom Based Staff / Health Professionals

👑 Lock all external doors and windows.

👑 If full lockdown secure all internal doors – lock or barricade.

👑 Close and secure all windows.

👑 Close all curtains or blinds.

👑 Ensure pupils are in a safe place in the classroom i.e. sheltered by a substantial wall away from doors and windows.

👑 Ensure you have a means to communicate with the lockdown manager.

### Office Based, Senior and Site Staff

👑 Ensure all entrances are locked and secured.

👑 Close and secure all windows.

👑 Turn off all IT equipment.

👑 Monitor the safety and position of staff and pupils

### **All other staff**

👑 Support and supervise pupils.

## **7. Appendix 2 – Overview Sheet**

### **QEII School**

#### **'Lockdown' Action**

In the event of an incident requiring you to take shelter, stay indoors in the classroom you are in or if you are outside or not in a classroom go to the nearest classroom. If you are in the studio or therapy building stay there.

Code for partial 'lockdowns' '**stay in the classroom'**

Code full 'lockdowns' '**stay in the classroom and find a safe space'**.

## **8. Appendix 3 – Communication Flow Chart**

The Lockdown Manager will use the tannoy system to give a coded warning and to inform staff that the lockdown has ended. During lockdown the Lockdown manager will communicate with individual classes via their mobile phones and will also be contactable in this way.



**Person A**  
Helen Elphick

**Inform SMT**

**Implement Emergency  
Action Plan**

**SMT**  
Ellie, Emma RW, Alison Mu,  
Anastasia

**Inform Key Stage  
Leads**

**Ellie & Alison Mu - Inform Parents**  
**Emma, Anastasia - Organise Pupil  
Arrangements**  
(transport / texting)

**Be responsible for  
liason between all  
parties**

**KSL**  
Sarah H,  
Nat L  
Rosie G  
Emily W

**Organise Staff**  
Emily

**Globetrotters**  
Sarah R  
Laura C-C & Alan G  
Dorie B,  
**Refreshments:**  
Globetrotters Staff

**Administration  
School Office**  
Natalie L  
OM, Holly, Alison M, Tracey T,  
receptionists to man telephones  
**Security**  
Dan, Sharon C, Clare G,  
Lois H, Nat C

**Therapy  
Room**  
Rosie  
Ally W, Stephen C,  
Sophia M

## 9. Appendix 4 – Sample letter to parents/carers

Dear Parents and Carers,

### Re: Emergency Lockdown Procedure

Our primary aim as a school is the safety and wellbeing of our pupils, to support us in achieving this we have many policies in place, including how we would respond to a potential incident either in the community or directly affecting the school.

One of these policies is our 'Lockdown' procedure, the aim of this policy is to support our staff in safeguarding our pupils from a variety of potential hazards that many arise, these include:

1. A reported incident, disturbance in the local community;
2. An intruder on the site;
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.);
4. A major fire in the vicinity of the school;
5. The close proximity of a dangerous dog.

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

In the event of an emergency that requires the school to be locked down the following actions may be taken, please note this is not an exhaustive list and is being provided as a summary only, exact actions will be dependent on the incident:

- 👑 Staff will ensure all pupils are inside the school buildings and lock any outside doors and close any windows that may be open;
- 👑 If pupils are outside, staff will bring them back into their classrooms;
- 👑 A register will be taken and any pupil not present will be notified to senior staff who will arrange a search for the missing pupil;
- 👑 Site and office staff will ensure all external doors are secured and closed;
- 👑 Emergency services will be notified;
- 👑 A message will be sent to parents and carers via our normal systems to advise of the emergency;

👑 Pupils will not be released from the school until the all clear is given;

👑 **Parents/Carers MUST NOT try to contact the school or come to the school until the all clear has been given. This can both block essential routes of communications and hamper the emergency services.**

We will shortly be carrying out an emergency drill with the staff and pupils to ensure that everyone is clear on what they have to do.

In the unlikely event that we have to put this process into action we need to ensure that parents are aware of the arrangements, as outlined above.

**Room Notice      Not for display purposes – laminate signs below, back to back**

**In the event of an incident requiring you to take shelter:**

👑 **stay indoors in the classroom you are in**

👑 **If you are outside or not in a classroom go to the nearest classroom.**

👑 **If you are in the studio or therapy building stay there.**

**For partial 'lockdowns' the coded message is**  
**'Stay in the classroom'**

**For full 'lockdowns' the coded message is**  
**'Stay in the classroom and find a safe space'**

**TO OPERATE TANNOY SYSTEM ON PHONE**  
**(if phone has tannoy function)**

- **Press tannoy button**
- **wait for lights to stop flashing**
  - **speak**
  - **hang up**