

Lockdown Procedures



Oakmeadow C E Primary & Nursery School

Reviewed: Autumn 2018

Next Review due: Autumn 2019

LOCKDOWN PROCEDURES AT OAKMEADOW:

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. 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 roaming loose**

The basic principles in this potential situation will be:

Staff will be alerted to the activation of the plan by a recognised signal, audible throughout the school. **At Oakmeadow this will be a continual bell for 1 minute followed by 3 short bursts. If you hear this this will be a LOCKDOWN situation.**

- Pupils who are outside of the school buildings will need to be brought inside as quickly as possible
- 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 locked)
- Once in lockdown mode, staff should notify the Head immediately of any pupils' not accounted for (and instigate an immediate search for any missing)
- Staff should encourage the pupils to keep calm
- As appropriate, the school should establish communication with the Emergency Services as soon as possible
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system
- **Pupils will not be released to parents during a lockdown**
- **If it is necessary to evacuate the building, the fire alarm will be sounded**

- Staff should await further instructions

It is of vital importance that the school's lockdown procedures are familiar to staff members. To achieve this, a lockdown drill will be undertaken at least once a year.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.

Parents will 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 get your children, and where this will be from

*The communication with parents' will be 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 will also be to reinforce the message ' 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 Headteacher with regarding the timing of communication to parents.

Written by C Whelan