



Bromstone Primary School

Lockdown Policy

Formulation date: 21st June 2016

Senior Team Responsibility: Executive Headteacher

Governors' Reviewing Committee: Behaviour and Safety initially then in house by SLT

Approved on: 3rd October 2016

Reviewed on: 1st December 2021

Next Review Date: December 2023

Associated Documentation: Emergency Evacuation Policy

Bromstone Primary School Lockdown Procedures

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 school's lockdown procedure is as follows:

Signal for lockdown

The signal for a full lockdown will be an intermittent school fire alarm which will continue until full lock down has been achieved. This will be activated and turned off from the Business Management Office.

Signal for all-clear

Verbally from designated person via two-way radio, tannoy or intercom. All classrooms will be contacted via class telephones when all clear is given

Lockdown

1. All classes to remain in own classrooms.
2. Classes who are outside should return to the nearest classroom immediately.
3. Classroom entrance points (e.g. doors, windows, fire exits) should be secured by class teachers. Remote mobile classrooms (Yr5 & Yr6) will have a main door key located in a "break glass in emergency" wall box.
4. Main school entrances, exits and non-classroom external doors and windows will be secured by site and office staff.
5. Blinds and curtains within the classroom should be drawn.
6. Children and staff should stay away from windows and doors and sit on the floor under tables or against walls.
7. Lights should be turned off.
8. An electronic register should be taken if possible to ensure all children are accounted for.
9. All classrooms will be contacted by the office staff to confirm classrooms are secure by classroom telephones.
10. If possible, check for missing pupils, staff and visitors.
11. School Office to contact the emergency services

12. The school website will be updated with a message asking parents not to contact or try and visit the school.
13. The emergency services will take control of the situation upon arrival and will direct the school. When contacting the police say "Operation Chalkboard".
14. The schools main point of contact will be the mobile phone used to open the entrance gate. The number for this is 07525 855486

Parents

Parents will be notified as soon as it is practicable to do so via text messaging.

Pupils will not be released to parents during a lockdown

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

Partial Lockdown

'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. This may be the result of an incident outside the school or a perceived threat to the school. (e.g. a parent who has been banned from the site or from making contact with their child at school)

During partial lockdown the main exit gates will be manned to prevent unauthorised access to the site.

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.

At any point during the lockdown, the fire alarm may sound with the normal evacuation sound. The building must then be evacuated.

Communication between parents and the school

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. This may be via text or by website updates.

Parents should be given enough information about what will happen so that they:

1. 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
2. Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
3. Do not come to the school. They could interfere with emergency provider access to the school and may even put themselves and others in danger
4. 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.

Parents 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.