



School Lockdown Policy

EBN Trust

Created:	Sept 2016	
Reviewed:	8.3.17	Health and Safety Committee
Ratified by Directors	21.9.17	Signed:

Introduction

All schools should consider the need for robust and tested 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, staff and visitors. You may wish to identify on a map those rooms most suitable for lockdown situations and which entrances need to be locked. Any confusion as to where staff and pupils will congregate could lead to them making themselves more vulnerable to an intruder. If pupils are outside when the lockdown alarm is raised it may be more appropriate to take them to the nearest building that can be secured, or even tell them to hide or disperse if this will aid their safety.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical ones might be:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community.
- An intruder on the school site with the potential to pose a risk to pupils, staff and visitors.
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

The policy will detail:

- Access to the school bell controls to raise an alarm of an emergency
- Other means of internal communication – messenger, two way radios, mobile phones, emails and texts.
- School site plans e.g. layout of buildings.

Procedure

- Staff are alerted to activation of the lockdown procedure by a recognised signal
- Pupils who are outside of the buildings are brought inside as quickly as possible.
- Those inside the school should remain in their classroom
- All external doors and windows are locked.
- Depending on circumstances, internal classroom doors may also need to be locked.
- Once in lockdown mode, staff should notify the office 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..

Lockdown arrangements

1. Partial Lockdown

Alert to staff: "Partial Lockdown"

This may be as a result of a reported incident or civil disturbance in the local community with the potential to pose a risk to pupils, staff and visitors of the school.

It may also be as a result of a warning being received regarding to risk of air pollution

Immediate action:

- All outside activity to cease immediately with pupils and staff returning in doors.
- All pupils and staff to remain indoors and external doors and windows should be locked
- Free movement may be permitted within the building depending on circumstances.
- Senior staff will conduct on going and dynamic risk assessment based on the advice of the Emergency Services.

Partial lockdown should be seen as a precautionary measure which puts the school in a state of readiness should the situation escalate, whilst retaining a degree of normality.

In the event of an air pollution issue, air vents can be closed where possible. Emergency services will advise as to best course of action in respect of the prevailing threat.

2. Full Lockdown

Alert to staff: “Full Lockdown”

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

Immediate action:

1. Activate a process of children being ushered into the school building if outside as quickly as possible and the locking of the school’s reception fob connecting doors and all outside doors where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets. If a class is in the opposite hall from where their classroom is they are to go to one of the nearest rooms
4. If practicable staff should notify the front office by phone that they have entered lock down and those children not accounted for.

Staff and pupils will remain in lockdown until it has been lifted by a senior member of staff or the 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 senior manage as they could delay more important calls.

Discreet communication channels might be:

Where staff have access to an internal email system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means – laptops and smartphones.

Communication with Parents

In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents and carers as soon as is practicable. Parents and carers will obviously

be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents and carers should 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 their child's safety,
- do not need to contact the school as calling the school could tie up telephone lines that are needed for contacting emergency service providers,
- do not come to the school as they could interfere with access by emergency service providers and may even put themselves and others in danger,
- wait for the school to contact them about when it is safe to come to collect their children, and where this will be from.

The communication with parents needs to reassure parents that the school understands their concerns for their children's welfare and that everything that can possibly be done to ensure children's safety will be done.

However it may also be used to reinforce the message that the school is in full lockdown and during this period the switchboard and entrances will be unmanned, external doors will be locked and nobody is 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 dependent upon 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, Birmingham City Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for family members outside of the cordoned off area.

Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack.

Full guidance is contained on the NaCTSO website
<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

Tell

Call 999 - What do the police need to know?

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so