



## Crowle Primary Academy 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/animal roaming loose

**\*\*Emergency Services can advise if Lockdown is appropriate dial 999 for advice\*\***

- Further information is available at
- UK GOV Run Hide Tell <https://www.gov.uk/government/publications/stay-safe-film>
- MI5 Current threat from international terrorism <https://www.mi5.gov.uk/threat-levels>
- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/701910/170614\\_crowded-places-guidance\\_v1a.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/701910/170614_crowded-places-guidance_v1a.pdf)

The school's lockdown procedures are as follows:

### **Partial Lockdown**

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. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

**Alert to staff:** "Partial lockdown" given verbally in a clam and timely manner by a member of the SLT.

### **Immediate action to be taken:**

- All outside activity to cease immediately, pupils and staff to return to the building (Staff will be alerted via verbal communication)
- All staff and pupils remain in the building and external doors and windows locked
- Office staff to ensure office doors and windows, main entrance door and staff room doors and windows are closed and locked
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff
- No adults to be permitted to enter the building
- Parents will be notified via text message that a partial lockdown has taken place



## **Crowle Primary Academy Lockdown Procedures**

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going any dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

“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.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

### **Full Lockdown**

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

**Alert to staff:** “Full lockdown” given verbally in a clear and timely manner by a member of the SLT. If this is not achievable due to the situation, staff will be alerted via repeated short bursts on the schools bell system.

### **Immediate action to be taken:**

- All pupils to return to classroom
- Encourage children to remain calm
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them or others. If children remain outside they will be moved to the nearest place of safety on or off site
- External doors locked. Classroom doors locked and blocked (using furniture)
- Windows locked, blinds drawn, pupils sit quietly out of sight under desks
- Lights/ computer screens/ interactive white boards to be turned off
- Register to be taken using the fire register in each classroom
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via telephone (mobiles to be used if an internal line not available) and instigate an immediate search for anyone missing if safe to do so
- Office staff to ensure office doors and windows, main entrance door and staff room doors and windows are closed and locked
- Staff and pupils remain in lock down 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
- Dial 999 for the emergency services
- During lockdown, staff will keep agreed lines of communication open, via telephone (teachers to parents text messaging service) and internal e-mail, but will not make unnecessary calls to the office as this could delay more important communication
- If it is necessary to evacuate the building, the fire alarm will be sounded and everyone should leave the building via the nearest exit and assemble on the school field

### **Communication between parents and the school**

In the event of a lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents will be given enough information about what will happen so that they:

- Are reassured that the school understand their concern for their child’s welfare, and that it is doing everything possible to ensure his/her safety



## **Crowle Primary Academy Lockdown Procedures**

- 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. Children will not be released to parents during a lockdown
- Wait for the school to contact them about when it is safe for you to come and collect their children, and where this will be from.

Parents will be told

"...the school is in a full lockdown situation. During this period the phones 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.

Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.