



William Levick Primary School

LOCKDOWN POLICY

This policy sets out the management of a significant event in or near the school, requiring a lockdown situation, to protect the pupils and staff. Lockdown procedures enable a school to close down and protect itself and those within it from an identified and urgent risk very quickly, such as the following:

- An intruder on the school site or nearby
- A local disturbance, such as a civil disturbance or risk of air pollution
- A fire adjacent to the school
- A dangerous dog or another animal which is nearby
- A firearms or weapons attack.

This list illustrates some of the more typical causes for a school to lockdown.

Lockdown is the ability to restrict access quickly, prevent staff and pupils from moving towards danger, or frustrate or delay the identified risk from entering the school.

William Levick Primary School's Lockdown Plan takes into account the available means of internal communication, the age of the children, the school's site layout & access points, and the school's geographical location.

The school's 'Lockdown Manager' is Matthew Winson, headteacher, although all staff have a role to play within it. In his absence, the 'Deputy Lockdown Manager' is Katie Wileman, FS teacher & Senior Leader.

The school has two Lockdown Plans as follows:

1 – Partial Lockdown

Alert to staff: "Partial lockdown" (verbal)

In a partial lockdown, staff and children should remain in the building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, teaching, activities and work can continue as usual. 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 children in the building. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action

- All outside activity to cease immediately, children and staff return to building.
- All staff and children remain in the building and external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances.

- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off. Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants.
- Staff should await further instructions.

A 'partial lockdown' may also be a precautionary measure, but puts the site 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.

2. Full Lockdown

Alert to Staff: "Full Lockdown" or whistle blasts.

- Staff will be alerted to the activation of the plan via non-continuous, but regular, whistle blasts and / or verbally, by an authorised staff member.
- Pupils who are outside of the school building are brought inside as quickly as possible
- Those inside the school should remain in their classrooms.
- All external doors, windows and air vents (where appropriate) to be shut and locked. (Depending on the circumstances, internal classroom doors may also need to be blocked).
- Draw blinds, cover internal door windows and switch off classroom equipment.
- Switch all mobile phones to silent so as not to give positions away.
- Children and staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets/thrown objects go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls).
- Communication will be via internal telephone communication or mobile phones, verbally if safe to do so, though movement should be kept to a minimum by staff, and preferably not at all and only if safe to do so. During the lockdown, staff will keep agreed lines of communication open, but will not make unnecessary visits to the central office as this could delay more important communication and expose the individuals to further danger should an intruder be at the front door.
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for and an immediate search by authorised staff for anyone missing, carried out.
- Staff should remain calm and keep the children occupied, quiet and calm.
- The school office will establish communication with the emergency services as quickly as possible.
- Parents will be notified as soon as it is practicable to do so.
- Parents will not be allowed access to the building but should wait for the school to notify them about when it is safe to collect their child/ren and where from. Parents will be made aware, when it is safe and practicable to do so, about what will happen if the lockdown continues beyond school hours.
- Pupils will not be released to parents during a lockdown.
- Derbyshire County Council should be advised of the situation as soon as possible.
- Staff and pupils will remain in lockdown until it has been lifted by an authorised staff member or the emergency services.
- All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going risk assessment (with support from the emergency services). The
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- movement of pupils should only be undertaken with the approval of the emergency services.

In The Unlikely Event That A Fire Alarm Sounds During A Lockdown

Initially, the school/setting should contact the Fire service as normal. The person contacting the Fire Service should inform them that the site is in a lockdown event and inform them of what action they are taking. Then, Matthew Winson, or in his absence Katie Wileman, should check the fire alarm panel to establish which zone has been activated. Once the zone has been identified, the alarm should be silenced. This person must also have a means of communication so they can liaise with the lockdown manager and staff. If staff are located in the zone of the fire, they should be contacted and asked to check the zone for any obvious signs of fire. If there are no staff in this area, then a member of the Senior Leadership Team/Senior Manager or Nominated Site Health and Safety Officer will need to be sent to check the area and report back.

All staff should know what to look for and the basic precautions to take (such as feeling doors and door handles of closed doors with the back of the hand before opening, only opening slightly and staying behind the door while doing this, smoke, etc.). They should also be aware that the alarm may have been set off deliberately by an intruder and so caution will be required.

If a fire is discovered by those searching the area, this will need to be communicated back to the person at the fire alarm panel, who should re-sound the alarm. The emergency services should be updated and the building evacuated. The lockdown manager should indicate where people should evacuate to, and which exits to use if the circumstances of the lockdown event dictate that normal escape route and evacuation points cannot be used.

An authenticated fire alarm will trump the Lockdown and in this case the fire alarm procedures should be followed.

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 every year and recorded as per the fire drill recording format.

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.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable – potentially via Derbyshire County Council’s Media Relations Officers. Parents 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 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 them to come to school to collect their children, and where this will be from.

Parents will be told

‘...the school is in full lockdown. During this period the phones and entrances will be unmanned, 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 be cordoned off by Emergency Services, depending on the severity of the incident that has triggered the Lockdown.

The emergency services will support the decision of the Headteacher with regard to the timing of communications to parents.

In the event of a prolonged lockdown or more severe scenario, Derbyshire County Council has the capacity and may provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

Other linked policies:

- Derbyshire County Council’s Lockdown Procedures
- Critical Incident Management Plan

Lockdown Plan

Management and Control	
Nominated Person	Responsibility
Matthew Winson (or Katie Wileman in his absence)	Begins the lockdown procedure based on evidence / advice provided. Initial contact with the emergency services (or delegated responsibility for this to Sharon Santhouse)
Sharon Santhouse	Liaison with parents
Class Teachers	Pupils

Signals	
Signal for partial lockdown	<ul style="list-style-type: none"> • "Partial Lockdown" (verbal communication)
Signal for full lockdown	<ul style="list-style-type: none"> • Non-continuous but repetitive blasts of the whistle • Verbal communication "Full Lockdown"
Signal for all-clear for both lockdowns	Verbal communication, "Lockdown lifted"

Lockdown	
Specified assembly points	Any rooms within the school
Entrance points	<ul style="list-style-type: none"> • Main entrance • External doors • Fire doors • Sky lights
Communication arrangements	<ul style="list-style-type: none"> • Telephone System • Mobile phones
Notes	

Lockdown Plan				
Step	Initial Response	Check	Time	Signed
1	Ensure all pupils are inside	<input type="checkbox"/>		
2	Secure all entrance points to the school	<input type="checkbox"/>		
3	Dial 999 for each emergency service that the incident requires	<input type="checkbox"/>		
4	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> • Block access points • Sit on the floor, under tables or against walls • Keep out of sight and draw curtains to avoid detection • Put mobile phones on silent • Turn off lights and computers • Stay away from windows and doors 			
5	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe	<input type="checkbox"/>		
6	Check for missing or injured staff members and pupils if it is safe to do so	<input type="checkbox"/>		
7	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services	<input type="checkbox"/>		

Governor Ratification:

Date: _____

Name: _____

Signed: _____

February 2017