



# Lock Down Policy and Procedures

Policy Version Control	
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Policy prepared by (name and designation)	Sarah Wassell - Head of School
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Northwood is a caring, supportive and innovative school where everyone is recognised and appreciated as an individual.

Children are encouraged to be ambitious and to reach their full potential, so that they can take their place in their community and in the wider world.

### **Rationale**

As part of our Health and Safety policies and procedures the school has a Lockdown Policy.

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown will be implemented when there are serious security risks for the premises due to, for example,

- 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) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

### **Lockdown Arrangements**

Northwood Primary School has two types of lockdown; 'partial' and 'full' in accordance with NaCTSO guidance.

#### **1. Partial Lockdown**

Staff will be notified of a partial lock down by Office Staff who will inform adults on the tannoy system - "ATTENTION STAFF – PARTIAL LOCK DOWN"

In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be closed and locked if possible. No one should be allowed to enter or leave the building; however teaching 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 pupils in the school. 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, pupils and staff return to building.
- All staff and pupils remain in 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 will be closed/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.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. Inform Corporate Landlord / DBC Health & Safety Team / Head of Education.

A 'partial lockdown' may also be 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.

## 2. Full Lockdown

Staff will be notified of a full lock down procedure by Office Staff who will inform adults on the tannoy system - "ATTENTION STAFF – FULL LOCK DOWN" – x2)

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

### Immediate action

- **Procedures for EYFS** – Nursery children to be moved to the Nurture Room and lock all doors, close blinds and sit on floor; Reception children to sit on floor away from windows and doors, staff to put a barrier across entrance doorway.
- **Procedure for Key Stage 1** – Lock classroom door to the street. Children to sit on floor away from windows and doors, staff to put a barrier across entrance doorway.
- **Procedure for Key Stage 2** – lock classroom door and sit on the floor away from windows and doors.
- **If children are in the dining hall** – move to main hall and secure doors and sit on the floor away from windows.
- **If children are in the main hall** – secure doors and sit on floor away from the windows.
- **If children in library** – lock door and sit on floor.
- **If in any of the meeting rooms, resource base, resource rooms** – lock door and sit on floor.

- Office staff should move to HT office and lock door.
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in).
- Pupils/staff sit quietly out of sight and where possible in a location that would protect them from gunfire.
- Lights, smart-boards and computer monitors turned off.
- Staff should await further instructions.
- All activity to cease.
- If outside, come into the building and find a safe space with a lockable door.

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.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

#### **Staff Roles:**

1. School administrator/office to ensure that tannoy message has been delivered and police called if necessary.
2. Head or SLT to ensure automatic doors are secured upstairs and front doors are secured.
3. Individual teachers/ TAs lock/close classroom door(s) and windows.
4. Catering staff to move to kitchen office and lock door.
5. Head teacher /SLT to contact parents when safe to do so.

**NOBODY CAN SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE EXECUTIVE HEADTEACHER OR HEAD OF SCHOOL BEFORE LEAVING**

- Once out of lockdown mode, staff should notify the office immediately of any pupils not accounted for and any additional pupils/staff in their classroom via the agreed communication channel.
- Staff should encourage the pupils to keep calm.

Due to the fast-moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively. Staff's understanding will be regularly checked with regular training refreshers. A lockdown drill will be undertaken at least once a year and thoroughly debriefed to monitor the effectiveness of the arrangements. Parents will be informed that the school has a lockdown plan and that it will be regularly tested. However, it is not advisable to share the school's full lockdown plan.

Northwood Primary School will also follow NaCTSO guidance on good practice and carry out the following:

1. Conduct a number of table top exercises with the senior leadership team to test the procedures against various scenarios.
2. Rehearse lockdown arrangements with all staff and pupils.
3. Display lockdown drill information will be kept in the front of the teaching file.

## **Communication with parents**

### Communication between parents and the school

Arrangements for communicating with parents in the event of a lockdown will be routinely shared via newsletter and the school website.

In the event of an actual lockdown any incident or development will be communicated to parents as soon as is practicable using the school's established communication network – In Touch – text service.

Parents will be told:

***'Northwood Primary 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...'***

It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

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 required for contacting emergency support providers.
- Do not come to the school. They could interfere with emergency support 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 to collect their children, and where this will be from.
- Are aware of what will happen if the lockdown continues beyond school hours.

## **Pupils will not be released to parents during a lock down.**

Parents will be asked not to call school as this may tie up emergency lines.

If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

#### 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.

In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance.

#### **Lock down drills**

Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

#### **Review**

This policy and procedures will be reviewed annually as a part of the School's Health and Safety procedures an Emergency Fire and Evacuation Plan.

## Lock Down Plan

Management and Control	
Nominated person	Responsibility
Executive Head Teacher/ Head of School	Initial contact with the emergency services
EHT/ HoS/SLT/Office Staff	Liaison with parents
SLT	Ensure pupils are inside the building
Teachers	Pupil control

Signals	
Signal for Partial lock down	ATTENTION STAFF – PARTIAL LOCK DOWN – tannoy system
Signal for Full lock down	ATTENTION STAFF – FULL LOCK DOWN – tannoy system
Signal for all -clear	ATTENTION – LOCK DOWN CLEAR – Tannoy system

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