



The Leys Primary & Nursery School
Learning Today ...Leading Tomorrow

Lockdown Procedure

Lockdown procedures should be 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.

DOCUMENT DETAILS	
Approving Body	Resources Committee
Author	The Leys
Scheduled Review	Annual
Date of Policy	November 2023
Next Review	November 2024

Changes since previous policy highlighted yellow.

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 plan is as follows:

Signal for lockdown	The internal and external tannoy system will inform adults by stating <u>ATTENTION LOCK DOWN</u>
Signal for all clear	The internal and external tannoy system will inform adults by stating <u>All Clear</u> Verbally from SLT member via classroom telephone and/or walk around
Rooms most suitable for lockdown	All pupils and adults to remain in own classrooms/offices Pupils and adults who are not in their classrooms are to immediately proceed to the nearest classroom/hall available
Entrance points (e.g. doors, windows) which should be secured - Fire Marshalls to check main external doors are locked.	External doors Fire Doors Internal doors All windows
Communication arrangements	Tannoy system, telephones, in person

Lockdown Drill

Staff will be alerted to the activation of the lockdown drill in advance.
When the ATTENTION LOCKDOWN message is sent via the tannoy system staff must take the following action:

Areas outside of the current tannoy system will be notified via telephone. These areas include PE Staff (in case they are taking a lesson outside and haven't heard the lockdown announcement), Nursery Class, Pilgrims Way Pre-School, HCL Kitchen Staff and Brighter Days Club.

- Pupils who are outside of the school buildings are brought inside as quickly as possible and should return to their classroom, if they are not in the block where their classroom is located, staff should take them to the nearest available classroom or hall where they will remain until the all clear is given, the office should be notified via telephone the location of the pupils who are not in their own classroom

- Those inside the school should remain in their classrooms and check corridors and toilets for pupils or staff
- All external doors and, as necessary, windows are closed (depending on the circumstances, internal classroom doors must also be closed).
- Blinds should be drawn, and pupils sit quietly
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via the classroom phone or their mobile phones and SLT will instigate an immediate search for anyone missing
- Staff should encourage the pupils to keep calm
- As appropriate, the school office will establish communication with the Emergency Services
- If it is necessary to evacuate the building, the fire alarm will be sounded, and the usual fire drill procedure will then take place
- Parents will be notified as soon as it is practicable via text, email and the website (only when appropriate via guidance from Emergency Services)
- 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 should be undertaken at least once a year.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Lockdown Drill – All clear

Once the incident has been assessed as safe all classrooms will be notified by a senior member of staff (in person or via tannoy system) and told the situation is under control and the class can resume activities as normal.

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.

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 regards to the timing of communication to parents.

Staff will ALWAYS have advance notice of a Lockdown drill; therefore, if the signal occurs without warning staff must assume it is NOT A DRILL.

DRILL

SLT/office staff will use the internal and external tannoy system stating
ATTENTION LOCK DOWN

Duties/Check List:

Headteacher/Deputy Headteacher must ensure the following procedures take place:

Jobs	Checked
Direct office staff to alert staff via the tannoy system that a lockdown drill is taking place	
Initiate calls to emergency services and local authority if necessary	
Office Staff members take calls from classrooms if teachers report missing persons.	
Office staff to check visitor book and establish location of any non-staff personnel	
Verbally/or telephone all classes to inform staff that Lockdown is over.	
Notify group leaders on school trips that the school is in lockdown and make decisions on an alternative venue for return/drop off for parents to collect pupils on the trip	
All situations are different, once all staff and pupils are safely inside, SLT will then decide whether free movement within buildings may still be possible / permitted. Senior staff will conduct an ongoing and dynamic risk assessment based on advice from the emergency services as to whether a full lockdown is required. Staff will be updated via tannoy system, telephones or in person.	

Staff roles during lockdown:

Staff Roles During Lockdown
Teachers – Direct pupils inside and keep students in the classroom ensuring they remain calm and quiet. Take a register of who is in the classroom and use the class phone or their mobile phone to inform the office of any missing pupils/staff.
Support Staff - Direct pupils inside and assist teachers inside classrooms
Office & Premises Staff – Lockdown in the main office to man the phone and tannoy systems. Inform SLT of any reported missing pupils/staff/visitors. To inform the following by telephone in case they have not heard the tannoy announcement: <ul style="list-style-type: none"> ● PE Staff ● Nursery ● Pilgrims Way Pre-School

- Kitchen
- Brighter days:

Fire Marshalls - Ensure all main external doors are locked (see list of Fire Marshalls and deputies below).
 Ensure staff & pupils within communal areas such as corridors, staffroom, halls etc have heard the lockdown announcement and have moved to their nearest classroom/safe area.

Staff on Outdoor Play Duty/PE Lessons - If staff and pupils are outside when the lockdown alarm is raised, staff must ensure pupils are brought inside as quickly as possible into the nearest classroom or hall.
 If pupils are not in their own block staff should gather them together in the hall or in a classroom, make a list of the pupils and notify the office of the pupils and their location. They must remain in this location until the all clear is given.

List of fire marshalls

Area of School	Fire Warden	Deputy (to cover absence)
Nursery Block	E. Balaban	L Stewart
Infant Block	A.M Fonseca	S Clibbon
Year 2 Block	K. Moore	H.Evans
Year 3 Block	M. Doherty	T. Huntly-Peck
Junior Block	A M Glenister	L. Thomas
Year 6	A Christie	H Whittaker
Pilgrims Way	K Smith	C Payne
Contractors	M Small	Office Staff
Brighter Days B.C	M. Devonshire	T Cullinane
Brighter Days A.S.C	M Cullinane/T Cullinane /S Andrews	M Cullinane/T Cullinane /S Andrews