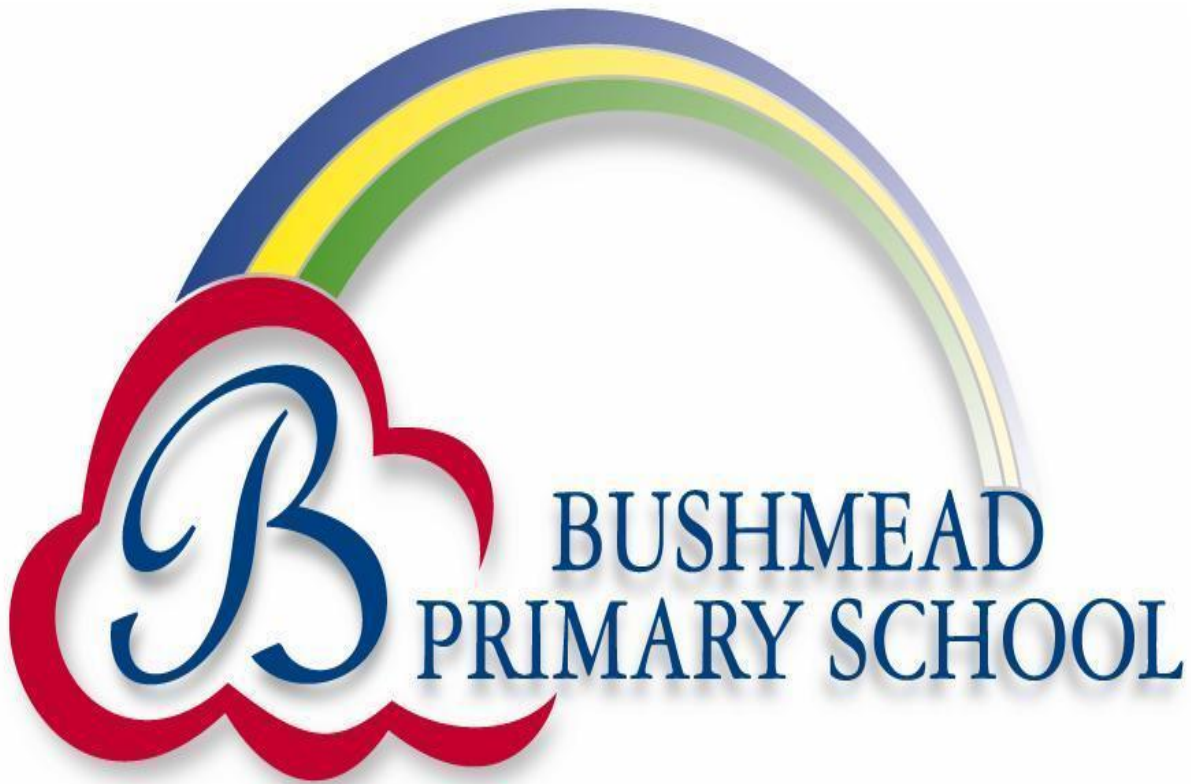


LOCKDOWN PROCEDURE



Owned and Written by	Jo Travi	Date Spring 2023
Approved by	SLT & Governors	Date 13 March 2023
Date for Review	Spring 2025	

1. Introduction

Lockdown procedures should be seen as a practical and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff, pupils or visitors in the school.

Procedures should aim to minimise the 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 dangerous dog roaming loose
- A major fire near to the school
- An incident or civil disturbance in the local community which poses a risk to the school
- Domestic incidents, where estranged parties are attempting to abduct children
- Instances where any person on the premises becomes a threat to the well-being of others
- An intruder on the site with the potential to pose a risk to the school
- Local risks of air pollution, such as a smoke plume or gas cloud

2. General Requirements

2.1. Type and form of signal

Bushmead has a lockdown alarm for a full lockdown and two-way radios to communicate with those outside the building but on the premises. Alarms are strategically placed and all staff are aware of their positioning. The alarm is a constant sound and is distinct from the fire alarm.

If the fire alarm sounds during a 'full lockdown' it is to be ignored unless smoke or flames are directly visible and pose an immediate threat to your location.

2.2. Roles and Responsibilities

Site manager: Locking of the perimeter gates and entrance doors. (Partial lockdown)

Administration manager: Communicate with parents via ParentMail. (Full lockdown)

Headteacher: Call the emergency services. Communicate on a two-way radio. (Both)

Deputy / Assistant Headteachers: Communicate to their teams (Partial lockdown)

Any staff member: Should activate the alarm (Full lockdown).

2.3. Communication with parents/guardians

The administration manager should communicate to parents and guardians that a lockdown is taking place.

This should include an assurance that in the event of a lockdown, parents and guardians will be notified as soon as is practicable. This communication is published on the school website and results of routine practices communicated to parents, by text, on the school website or by newsletter or could be in the form of a letter, the information given should be sufficient 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,
- understand why they should not contact the school (as this 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 and from where to collect their children.

3. Lockdown Arrangements

There are two types of lockdown, which we will call 'Partial' and 'Full'.

3.1. Partial Lockdown

3.1.1. Where the threat is outside of the school perimeter/main building:

A 'partial lockdown' may also be activated as a precautionary measure, but retains a degree of normality whilst putting the school in a state of readiness should the situation escalate.

Alert to staff by AHs: 'Partial Lockdown'. Be direct.

Immediate Action

- Exterior perimeter doors/gates ARE TO BE LOCKED
- All outside activity to cease immediately, pupils and staff return to the building
- Once everyone is inside the building(s), building doors to be locked.
- All staff and pupils MUST remain inside
- SLT will conduct an ongoing risk assessment based on advice from the emergency services and communicate to staff, who can inform pupils/students if they are old enough to understand.
- Teachers should take attendance of pupils in each classroom and prepare a list of missing and extra pupils/students in the room, communicating this to central control.
- Free movement (supervised by staff) within the building may be permitted, depending on the particular circumstances of the alert.
- Staff should encourage pupils to keep calm
- If the fire bell sounds, the usual school procedure should be followed. If a fire is discovered, the emergency services should be contacted and the school evacuated.

- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans heating and air condition systems should be closed or turned off and gaps sealed as best as possible.
- DO NOT leave the building until the “all clear” is given by a member of the senior management team.

3.2. Full Lockdown

3.2.1. When the threat or intruder is *inside* of the school building /perimeter:

Or where there is an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty

- Alert to staff: ‘Full Lockdown’ be direct.

3.3. Immediate action

- Exterior doors/gates ARE NOT to be locked.
- Classes that are OUTSIDE of the MAIN buildings /enclosed play areas SHOULD NOT re-enter the building-staff should escort children to *Luton Sixth Form*.
- Internal pupils MUST return to the nearest classroom. Do not open locked doors.
- Office staff remain in their office
- Classroom doors are locked.
- Windows to be locked, blinds drawn, pupils are to sit quietly out of sight (e.g. under desks or around a corner and away from windows or wooden/metal cladding.)
- Turn off lights, smartboard and computer screens
- Staff should encourage pupils to keep calm
- Staff mobiles to be set to silent *with no vibrate*.
- A register should be taken in each classroom and office, with missing persons listed separately
- Where possible, lists should be communicated to a central location.
- Internal bells including the fire alarm bell will be DISABLED
- IGNORE any fire alarm activation, as the school will not be evacuated using this method
- DO NOT leave the building until you have been given the all clear by a member of the senior leadership team.
- During a 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.

4. Communication channel:

- Staff will be sent a text via parentmail in the event of a lockdown.

5. School Lockdown Plan

5.1. Lockdown Manager

The headteacher and whoever deputises for the headteacher will be the Lockdown Manager.

5.2. Simple Rules to Follow

5.2.1. CLOSE procedure

- Close all windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing any attention
- Endure. Be aware that you may be in Lockdown for some time

5.2.2. Drills

Lockdown arrangements with all staff and pupils will happen once a year. Appendix 1 will be sent to parents & carers.

5.2.3. Drill information

Lockdown drill information will be displayed in every classroom alongside the information relating to the fire drill.

Emergency Services

It is important to keep lines of communication open with the Emergency Services as they are best placed to offer advice as the 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 regarding the timing of the communication to parents.

In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and the voluntary sector organisations will work together to coordinate practical and emotional support to those affected by an emergency, also referred to as humanitarian assistance. A reception centre for friends and family could be set up outside the cordoned off area.

6. Useful Contact Numbers

Please contact the Service Director for Education Support Challenge and Intervention 01582 548007 / 07825 552920

Corporate Health and Safety Adviser 01582 548042 / 07826891425

Or the Councils First responder on Duty 01582 546072

7. Appendix A: letter to parents/Guardians

Date

Dear Parent/Guardian

The safety and welfare of our pupils/students and staff are our highest priority at Bushmead Primary School. We practise safety drills throughout the year to help our pupils know what to do in an emergency. The aims of the training drills are to improve our ability to protect pupils, save lives, and reduce injuries. These practice drills allow us to evaluate our emergency operation plans and improve our response skills.

We will be conducting a 'lockdown drill' over the course of the term which we wanted to make you aware of. These drills are designed to ensure that pupils are aware of our safety procedures and to reduce the level of anxiety that could come from a real-life situation should it ever occur.

A lockdown would be initiated when a situation arises that requires the isolation (rather than evacuation) of staff and pupils from an identified threat, such as;

Local emergency (Gas cloud/Air Pollution)

Dangerous Animal

Aggressive or violent intruder

Siege/hostage incident

The purpose of this drill is to keep the pupils safe from any danger outside or inside the building. During a "lockdown drill" all of the perimeter doors to the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the authorities authorise such a release.

In the event of a real threat to Bushmead, we would initiate lockdown in accordance with the police. Parents will be contacted at a suitable time to inform of the event. It is vital that parent(s)/guardian(s) do not:

- contact the school via telephone in order to keep our phone lines clear
- come to school in person, unless told it is safe to do so by ourselves.

We appreciate that this would be extremely difficult but if the above points are not followed this could jeopardise the safety of pupils and staff in school.

In order to protect your child, pupils will only be released to parents and/or other adults listed on the emergency information sheet in the case of an actual emergency. Please be sure that this information is current and accurate. It is a good idea to have several trusted adults listed with the school.

We must stress that this type of event is extremely unlikely however, it is important that pupils and staff practise the drill throughout the year.

Thank you for your continued support and if you have any questions regarding the above information then please do not hesitate to contact your child's Head of Year.