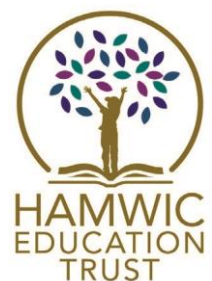




Lockdown Procedure and Policy 2022 - 2023

Date of last review: February 2022 Date of next review: February 2023



Full Lockdown and Partial 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, students, parents or visitors. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. This may also include where there is a need to restrict the movement of students around the school environment. Upon hearing the alert for a lockdown the procedures for a full lockdown will be implemented (worst case scenario). As soon as possible staff to be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud etc;
- A serious or emergency accident or incident requiring the emergency services at the school;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose;
- A swarm of bees, wasps or hornets;
- Dense fog where pollution could cause breathing difficulties;
- Wild animals on site e.g. foxes;
- Volcanic Ash Cloud;
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and students in the school;
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to students, staff or parents;
- An intruder on the school site with the potential to pose a risk to staff and students; (please note this is extremely rare)

The school's lockdown signals would be short, continuous bursts on the whistle, all staff have a whistle. A verbal message from the Headteacher, Business manager or admin officer or three bursts on the school bell. If children are outside short continuous bursts on the whistle indicate the same.

Signal for the all-clear: Verbal response from the designated persons/text to all staff/email to staff: Headteacher, Business manager, admin officer.

Full Lockdown:

- Students remain in their classrooms.
- Students outside return to classroom
- Office staff to go to photocopier area.
- Staff in the staff room to go class if safe if not remain in staffroom

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- If the lockdown occurs at break or lunchtime, as long as safe to do so, teaching staff should return to their classroom to support their students. Entrance points should be secured e.g. doors and windows

- Gates secured if safe

- External doors/Internal doors are closed and locked.

- Fire doors are closed (but not locked).

- All windows closed and blinds down, lights turned off.

Communication:

- School telephones to be kept free to send messages.

- Private mobile phones to be switched on ready to receive or send text messages and instructions.

- Email via classroom laptops or computers.

Notes

- If someone is taken hostage then the school should seek to evacuate the rest of the site.

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 students in the school. This would be where students needed to stay in their classroom and not wander around the school site. It may also be as a result of a major incident occurring in the school which it may not be appropriate for students to witness, for example a first aid emergency, or may be a warning received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, students and staff return to building.

- All staff and students remain in building and external doors and windows locked

- Movement may be permitted within the school buildings dependent upon circumstances but this must be supervised by a member of staff

- All situations are different, once all staff and students are safely inside, senior staff will conduct an on-going risk assessment based on the information available and advice given from the Emergency Services or other outside agencies. This can then be communicated to staff and students.

- '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 and need to revert to a full lockdown.

- In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

- During the lockdown, staff will keep agreed lines of communication open, via phones, mobiles and computer email, but will not make unnecessary calls to the main office as this could delay more important communication.

- Actions to be taken where possible to ensure that the incident does not re-occur

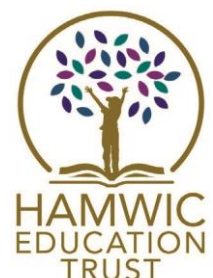
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Communication between parents and the school:

- The School's lockdown procedures will be published on the school website and routine practices communicated with parents by newsletter or via the school website with information regarding the effectiveness of the procedure.
- In the event of an actual full lockdown or partial lockdown , any incident or development will be communicated to parents as soon as is practicable; "Weston Shore Infant School is in a full/partial lockdown situation. During this period the phones, office and entrances will be un-manned, external doors locked. Please wait for further instructions and information."
- Parents will be given enough information about what will happen/is happening or has happened 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 safety.
- Parents will be reassured that any measures needed to ensure the incident does not re-occur are put into place;
- Parents are asked not to contact the school during a lockdown or immediately afterwards. Calling the school could put pupil's safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, parents or Local Authority. Parents reminded not to use social media to scaremonger.
- Parents are asked not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger;
- Parents need to wait for the school to contact them about what happens next and when it is safe for them to collect their children, and where this will be from (if this is deemed necessary).
- Parents will be informed when the "all clear" has been given by emergency services.
- It is important to keep lines of communication open with outside agencies and the 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 regarding the timing of communication to parents;
- 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.
- Depending on their age students should also be aware of the plan. Regular practices similar to Fire Evacuation Practices will increase their familiarity.

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Signed Chair of Governing Body:

[date]

Signed Headteacher:

[date]

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