



# LOCKDOWN POLICY and PROCEDURES


## Seymour Primary School

**This policy was adopted on: 1st September 2023**

**It will be reviewed: July 2024**

**It was published on the school website on: 11th October**

**It was ratified by Governors on:**

<b>Chair of Governors</b>	Name: Simon Mitchell Signature: Date:
<b>Headteacher</b>	Names: Carol Collins & Emma Eardley Signature:  Date: 24th July 2023

## **Rationale**

On very rare occasions it may be necessary to undertake a partial or full school lockdown. This means that for the duration of the lockdown it will not be possible to enter or leave the premises. A lockdown will aim to ensure that children, staff & visitors are safe in situations where there is a hazard in the school grounds or in the local vicinity.

The lockdown procedure is implemented when there is a serious risk to the premises and/or its occupants which could result in the damage or destruction of property or harm to occupants.

## **Partial Lockdown (Amber)**

This is a precautionary measure which should put the school in a state of readiness (whilst retaining a degree of normality), should the situation escalate.

This may be a result of:

- A reported incident/civil disturbance in the local community which has the potential to pose a risk to staff and children in the school
- A threat received by the school, by the Trust or media
- An environmental risk eg. air pollution, aggressive dog on site

## **Full Lockdown (Red)**

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

This may be a result of:

- Unauthorised personnel on the school site or in the building intent on causing harm
- A recommendation from the Emergency Services

## **Notification of lockdown**

Staff will be notified that lockdown procedures are to commence with immediate effect via an audible telephone tannoy alert in each year group. The message will inform staff of whether the lockdown is an AMBER LOCKDOWN (partial) or RED LOCKDOWN (full).

If classes are on the field during lesson time then an adult will have a 'walkie-talkie' to enable important messages to be communicated. Staff on the field will be instructed on what action they need to take. Walkie-talkies will be available from the office and should be returned promptly.

If lockdown procedures are initiated during morning break or lunchtime a whistle will be blown by a member/s of the SLT and an Amber or Red card raised to alert staff on duty to the status of lockdown. Children should line up and be brought inside.

## Lockdown commander role and responsibility

Role and responsibility during a lockdown

Action:

- Start of each working day SLT to identify commander in event of lockdown
- Using tannoy facility on the phone system - speak clearly into handset (not loudspeaker)
- Clearly say and repeat x3 times This is an AMBER LOCKDOWN / RED LOCKDOWN
- If AMBER LOCKDOWN able relocate to main school office
- Ensure contact the Emergency Services if necessary
- On device open lockdown register
- Monitor register and action unaccounted children and members of staff - notify emergency services if on site
- To close AMBER / RED LOCKDOWN Staff to maintain the lockdown until the 'All Clear' message is relayed via telephone tannoy

## Partial Lockdown (Amber)

Immediate Action:

- SLT/Office staff contact the Emergency Services if necessary
- Cease all outside activity – all staff and children to return to classrooms this will be communicated over walkie talkie or office staff hold amber card
- If tannoy phone is in your classroom please ensure neighbouring year group classrooms are aware using internal door
- All staff and pupils to remain in the building with external doors and windows locked
- Close school gates if safe to do so
- Movement around the school should be kept to a minimum – children to be escorted
- Take roll call to be taken
- Email office to notify that all children and staff are accounted for and the classroom has been secured. Names of any children or staff not accounted for or any additional staff or pupils in the class at the time should also emailed to the office email
- Staff should support the children by keeping them calm and quiet
- Staff to maintain the lockdown until the 'All Clear' message is relayed via telephone tannoy

## Full Lockdown (Red)

### Immediate Action:

- SLT/Office staff contact the Emergency Services
- Cease all outside activity - all children and staff to return to classrooms quickly and calmly
- If tannoy phone is in your classroom please ensure neighbouring year group classrooms are aware using internal door
- Children or staff unable to return to their classroom should join the nearest occupied classroom
- External doors and windows locked, blinds and curtains closed, internal classroom doors blocked
- School gates closed if safe to do so
- Children to sit quietly and out of sight, away from doors and windows and where possible under desks
- Lights should be turned off
- Take roll call to be taken
- Email office to notify that all children and staff are accounted for and the classroom has been secured. Names of any children or staff not accounted for or any additional staff or pupils in the class at the time should also emailed to the office email
- Staff to maintain the lockdown until the 'All Clear' message is relayed via telephone tannoy

Whether a partial or full lockdown is in operation, staff should not attempt to contact persons external to the school or undertake any form of external communication on any device. Contact with the SLT and Office should be kept to a minimum to leave agreed lines of communication open and if necessary should only be in direct relation to managing the incident.

### Evacuation

On the advice of Emergency Services it may be necessary to evacuate the building or school site. In this event School Evacuation procedures will be followed. Staff will be notified of the need to evacuate via an audible alert and 'pop up' message to laptops/PCs and telephone message to the Nursery Hub and Early Years buildings.

### Staff Roles:

#### SMT ( Co-headteachers, Deputy Headteacher and Assistant Headteacher) & Office Staff

- Office Staff to notify staff that lockdown procedure is required, secure gates (if safe to do so) and front doors to the main building.
- Member of SLT in command to contact Emergency Services
- Office staff number 1 to secure external doors in Lower school , Lower hall
- Office staff number 2 to secure external doors in Upper school & Upper hall
- Office Staff to confirm with member of SLT that school building is secure

## **Classteachers & LSAs**

Class teachers and learning support staff to follow procedures as detailed previously and remain in class to support and supervise the children.

## **Communication**

### **Walkie Talkies**

#### **When communicating over the walkie talkies**

1. before you communicate switch the device off then on again to check you are on channel 11
2. only communicate if you have been asked a question to confirm - to keep line clear
3. do not chat over the walkie talkies

### **Internal school phones**

- communication will be over the tannoy system
- if the phone rings - answer it as SLT or emergency services might contact a classroom directly to talk to a member of staff in that area of the school. They will always identify themselves over the phone and ask if you are able to talk - if you are not say the word '**BUILDERS**'

### **Parents/carers**

- Parents will be informed as soon as it is practical to do so via School Gateway
- Children will **not** be released to parents whilst a lockdown is in operation.
- Parents will be asked not to contact the school as this may compromise emergency communication.
- If the end of the school day is extended due to the lockdown parents will be notified and will receive further information about how children can be collected from the Emergency Services in consultation with the SLT.
- A letter to parents will be sent home as soon as possible following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following the procedures and that circumstances necessitating a lockdown are very rare.

### **Staff**

A member of the SLT will contact the TKAT emergency number: Operational Executive as soon as practical.

There should be no direct communication with the media by any member of staff.

### **Lockdown Drill**

A lockdown drill will be undertaken annually to test the procedure and ensure that everyone knows what to do in such a situation. Monitoring of the procedure and a debrief session will be held so that problems can be identified and improvements made.