

**SHINE**

ACADEMIES



# Emergency Lockdown Policy

Approved by Chair \_\_\_\_\_

Review Date \_\_\_\_\_

# Emergency Lockdown Procedure

## Introduction

The safety of pupils and adults at SHINE Academies is paramount. An emergency lockdown procedure can help school leaders to secure the safety of staff and pupils at their school during a crisis.

This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Emergency 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 lockdown procedure checklist can be used as guidance on what to do in the case of an emergency. All pupils, staff members and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access to the school building.

## Notification of Lockdown

The Head Teacher will ensure that all staff members understand when and how the emergency lockdown procedure will be implemented. Depending on the circumstances, either a partial emergency lockdown or full emergency lockdown procedure will be implemented. The Head Teacher will take all factors into consideration when deciding whether to partially or fully lockdown the school. Where possible, advice will be sought from the emergency services.

The partial emergency lockdown procedure is a precautionary measure but puts the school in a state of readiness should the situation escalate. It will be used in the event of, but not limited to, the following:

- A local risk of air pollution
- A civil disturbance in the local community with the potential to pose a risk to the school.

The full emergency lockdown procedure will be used in the event of, but not limited to, the following:

- An intruder on the school site
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog, or other animals, roaming loose.

## **Full Emergency Lockdown procedure Crowmoor Primary School**

1. The signal given for staff members to implement the emergency lockdown procedure is **the lockdown bell**, which is audible throughout the school and should be familiar to staff. In the event that the lockdown bell/signal fails or is not accessible, contact will be made to the class nearest the Calm Room where the hand bell is located and will be used as a back-up lockdown signal to all.
2. The signal will activate a process of children being ushered into the school building if on the grounds as quickly as possible and the locking of the school's offices and all outside doors where it is possible to remain safe.
3. At the given signal, the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible, and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off.
4. Children or staff not in class for any reason will proceed to the nearest secure room and remain with that class and class teacher e.g. children using toilets when bell goes. If a class is in the hall or away from where their classroom is, they are to go to one of the nearest rooms.
5. All external doors and, as necessary, windows are locked (depending on the circumstances, internal doors may also need to be locked where locks are available).
6. Once in lockdown mode, staff should notify SLT immediately of any pupils not accounted for or any pupils who are with them who would not usually be.

### **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

7. Staff to support children in keeping calm and quiet. In the event of a full emergency lockdown, once all pupils have been accounted for, the following actions will be carried out by staff members in order to increase protection:
  - a. Blocking off access points by moving furniture to obstruct doorways etc.
  - b. Drawing all curtains and blinds
  - c. Turning off all lights and electronic monitors expressing light
  - d. Instructing all pupils to either sit on the floor, under a table or against a wall
  - e. Ensuring all people are kept out of sight and away from windows or doors.
8. **School phones** can be used to make staff members aware of the incident that has occurred and inform them of the type of lockdown procedure which is to be implemented.

(In the event of a partial lockdown, movement by pupils may be permitted within the building, dependent upon the circumstances, but this will be supervised by a staff member. In the event of an air pollution issue, air vents will be closed, where possible, as an additional precaution.)

9. Lines of communication between staff members will be kept open through the use of **school phones**; however, unnecessary calls will not be made as this could delay important communication.

10. As soon as the alarm has been raised, the **school office staff** will ensure that the relevant emergency services are informed and kept up-to-date with the situation.
11. Staff to remain in lockdown positions until informed by key staff e.g. SLT (Senior Leadership Team) or Office Staff in person that there is an all clear.
  - If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site.
  - If it is necessary to evacuate the building, **a continuous ring of the lockdown alarm will be sounded**
12. If staff members and pupils remain outside during the implementation of a full lockdown, they will hide in the nearest possible safe area, until the emergency services have arrived.

## Staff Roles

Front office staff ensure that their office(s) are locked and police are called if necessary. Site staff or SLT lock the school's front doors and entrances. Once all personnel and pupils are inside, the SLT will conduct an on-going and dynamic risk assessment based on advice from the emergency services. Individual teachers/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors in KS2/KS1/FS if safe to do so.

## Communication with Parents

If necessary parents will be notified as soon as it is practical to do so via the school's established communication network- telephone/text. Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.

Pupils will not be released to parents during an emergency lockdown. 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 emergency lockdown, 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 as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

## Lockdown Drills

It is of vital importance that the school's emergency lockdown procedures are familiar to members of the SLT, school administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill will be undertaken at least once a year. Monitoring of practices will take place and debriefed to staff so improvements can be made. Both pupils and parents will also be aware of the plan and a copy is available on the school's website. In order to conduct good practice, SHINE Academies will:

- a) Conduct a number of table top exercises with the SLT to test the procedures against various scenarios;
- b) Rehearse lockdown arrangements with all staff and pupils;
- c) Display lockdown drill information in every classroom alongside information relating to fire drills.

## Lockdown procedure checklist

Management and control	
Nominated person	<b>Responsibility</b>
<b>Head of School</b>	<b>Initial contact with the emergency services</b>
<b>Deputy Head of School</b>	<b>Liaison with parents</b>
<b>Teachers</b>	<b>Pupil control</b>

Signals	
Signal for lockdown	<b>Lockdown bell (this will be sounded weekly on a Monday after school so that staff remain familiar with the sound)</b>
Signal for all-clear	<b>Given in person by the SLT or office staff</b>

Lockdown	
Secure rooms with entrance points	All classrooms Halls SLT office SLT Meeting Room Computing Room
Communication arrangements	<ul style="list-style-type: none"> <li>• <b>Internal phones (if appropriate)</b></li> <li>• <b>Email</b></li> <li>• <b>School learning platform</b></li> </ul>

Lockdown Procedure				
Step	Initial response	Check	Time	Signed
1.	Dial 999 for each emergency service that the incident requires.			
2.	Ensure all pupils are inside a secure room eg: classroom.			
3.	Secure all entrance points to the specified assembly room.			
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 the floor, under tables or against the wall</li> <li>• Keep out of sight and draw curtains to avoid detection</li> <li>• Turn off light/ stay away from windows and doors</li> </ul>			

5.	Ensure that all pupils and staff members inside a secure room are aware of an exit point in case an intruder manages to gain access or the assembly room becomes unsafe.			
6.	Check for missing or injured staff members and pupils if it is safe to do so.			
7.	Remain inside a secure room until the all clear signal has been given or unless told to evacuate by the emergency services.			

**This policy will be reviewed every two years unless there are changes locally, nationally or within the Trust.**

## Appendices

Attached are posters and instructions which will be placed around school to help inform staff, visitors and pupils of what to do in the event of a lockdown.

### Lockdown Checklist



1. Lockdown procedure signalled by high pitched intermittent tone.



2. Keep pupils in classrooms or guide to nearest classroom.

room



3. Staff to ensure dining room, toilets, corridors and playground are cleared of all pupils, staff and visitors.



4. Once everyone is inside, lock all doors and shut windows. Draw blinds, turn off lights & boards. Lock classroom doors.



5. Ensure everyone is away from windows and doors. Instruct children to sit underneath tables. Staff to sit under desks where possible.



6. Notify Phase Leaders of any unaccounted for children or staff.



7. Ensure children, staff and visitors remain silent.

8. Stay inside until the 'all clear' signal is given by the Head Teacher, Deputy Head or member of SLT coming to your room.