

Hale Prep School

School Lockdown Procedure



Approved by: Mrs Vayro *Date:* September 2024

Last reviewed on: September 2024

Next review due by: September 2025

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 and pupils in the school. Procedures should aim to minimise 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 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).
- The close proximity of a dangerous dog roaming loose.
- A major fire in the vicinity of the school.

Immediate action:

- Lockdown will be alerted by an intermittent ring of the school bell. This will alert all staff and pupils in the main building as well as in the mobile classrooms.
- All outside activity to cease immediately. Pupils and staff to return to their classrooms.
- To reduce congestion Year 4 must enter their classroom via the fire exit..
- If pupils are already in a classroom they must remain in the same classroom. All windows and doors to be locked.
- External doors locked. Classroom doors blocked/locked.
- Doors barricaded/locked, windows locked, blinds drawn, lights turned off, pupils sit quietly, away from windows and on the floor.
- Register taken/head count – staff to use their personal mobiles to communicate with the secretary/headteacher who would collate the head count numbers.
- Staff and pupils remain in lockdown until it has been lifted by an authorised staff member/emergency services. This will be communicated via the staff WhatsApp group. A headteacher will also go to every classroom to ensure everyone is ok and to confirm that the lockdown has been lifted.

- During the lockdown, staff will keep agreed lines of communication open (using the school WhatsApp group).
- If the fire alarm sounds during the lockdown nobody should evacuate as this may be set off deliberately by an intruder. It is safer to stay locked down. In the event of a fire being discovered the emergency services should be informed.

If a group of children are offsite

If a group of children are off-site, the lead teacher will be called by the headteacher/deputy to be told to staff off-site until further notice. Once the lockdown has been lifted, the lead teacher will be called and be asked to return to school.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents by newsletter.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents / carers would only be informed once the lockdown has been lifted.

Parents should be given enough information about what will happen 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 his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe for them to come get their children, and where this will be from.

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.

<p>Signals</p>	<p>Staff will be alerted to the activation of the plan via the lockdown alarm.</p> <p>The signal for the all clear will be via the WhatsApp group.</p>
<p>Lockdown</p>	<p>Front reception door is automatically access controlled by staff.</p> <p>Pupils who are outside of the school building are brought inside as quickly as possible using the safest and nearest entrance and return to their form room, unless this endangers them and others. Form teachers return to their form room unless another teacher is in charge of that class. The alert for outside will be the lockdown alarm.</p> <p>Outside-Playground – Children to be brought into school as quickly as possible.</p> <p>Inside – Pupils and staff will be alerted to this by the lockdown alarm. All staff to take action to increase protection from attack: Secure access points – external doors, fire doors, Internal doors and windows, draw blinds where possible, children will all sit away from external windows and on the floor.</p> <p>Those inside the school should remain in their classrooms. All doors and windows should be secured including classroom doors. Please lock or wedge closed classroom doors where possible.</p> <p>(Alternatively, ask pupils to hide or disperse if this will improve their safety).</p> <p>Other staff –move quickly into the nearest room and secure the door. Sit on the floor, under tables or against a wall. Keep out of sight and close blinds if available. Turn off lights and stay away from windows and doors. Once in lockdown mode, staff should immediately notify the headteacher via, school Whatsapp group of any pupils not accounted for of any extra children they have taken into their room. (Only Whatsapp messages between the head and Staff allowed during</p>

	<p>lockdown, this is to reduce incorrect information being shared).</p> <p>Staff should encourage the pupils to keep calm.</p> <p>If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.</p>
<p>Communication arrangements</p>	<p>The school Whatsapp group is to be used for all communication between staff.</p> <p>Call emergency services – Dial 999. As appropriate, only the Management Team will establish communication with the Emergency Services and notify the Local Authority.</p> <p>Parents/Carers- Parents will be notified as soon as it is practicable to do so.</p> <p>Pupils will not be released to parents during a lockdown.</p> <p>Remain inside until an all-clear using the lock down alarm, or unless told to evacuate by the emergency services.</p>
<p>Evacuation</p>	<p>If it is necessary to evacuate the building, everyone will be alerted via the school Whatsapp group or by the emergency services.</p>
<p>Partial Lockdown</p>	

Alert	Alert to staff: 'Partial lockdown?' will be announced via verbal communication or the intermittent bell. 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 pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.
Immediate action	All outside activity to cease immediately, pupils and staff return to building. Staff will be notified by the bell or the headteacher. All staff and pupils remain in the building and external doors and windows locked. Movement may be permitted within the building dependent upon circumstances, however all children are to remain in their classrooms.
Risk Assessment	<p>All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.</p> <p>'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.</p> <p>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.</p> <p>If necessary, a partial lockdown may be escalated to a full lockdown.</p> <p>Staff will be alerted via the intermittent bell.</p>
Drill	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.

