



# Swanmead Community School

## Lockdown Policy and Procedure

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Prepared by:	<b>Allocated Member of SMT</b>	
Checked by:	<b>Link Governors– Safeguarding/H&amp;S</b>	

### *For approval by:*

Full Governing Body	
Signed by the above:	
Date:	14.02.2019

### *Summary of changes:*

Date of change	Nature of change

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 pupils, staff, visitors or parents.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of everyone. This may also include where there is a need to restrict the movement of pupils around the school environment.

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 or wasps;
- Dense fog where pollution could cause breathing difficulties;
- Wild animals on site e.g. foxes;
- Volcano 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)

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 pupils should also be aware of the plan. Regular practices similar to Fire Evacuation Practices will increase their familiarity.

### **Lockdown Procedure**

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.

The school's lockdown signal will be six short rings of the school bell as well as an email from the school office.

### **Full Lockdown**

- Pupils remain in their classrooms.
- Pupils outside return to the nearest classroom
- Pupils in The DT and FT rooms go to Rooms 4 & 5
- Office staff to go to HT's room
- Staff in the staff room to go to Room 9
- 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 pupils.

Entrance points should be secured e.g. doors and windows

- External doors/Internal doors are closed and locked – office staff to lock front door, school caretaker to lock KS3 locker room door and door out to KS2 playground.
- Fire doors are closed (but not locked).
- All windows closed.
- All blinds are pulled down.

### **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.

All should move to Ilminster Warehouse or Greenfyld First School (depending on distance required to be off of site) for safety if possible. This decision will be made by the Headteacher.

### **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 pupils in the school. This would be where pupils 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 pupils 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, pupils and staff return to building.
- All staff and pupils 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 pupils are safely inside, senior staff will conduct an on-going and dynamic 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 pupils.
- '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 central office as this could delay more important communication.

### **In Full or partial lockdown**

### **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 text, 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;

'..... School is in a full/partial lockdown situation.

During this period the phones, office and entrances will be un-manned and 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 are asked not to 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.

### **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;
- In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area;

### **Signal for the all-clear:**

Email and/or text message from the school office followed by a verbal response from the designated persons: Headteacher; Senior Teachers; Office Manager.

**De-brief:** this will take place for staff at the end of the school day. There will be a full school assembly immediately upon the return to school the following day. It is important that both pupils and staff have the opportunity to talk about the previous day's events.



## Swanmead Community School—Lockdown Procedure

