

# FIELD JUNIOR SCHOOL

## LOCKDOWN PROCEDURE

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 the pupils.

Staff will **ALWAYS** have advance notice of a Lockdown Drill, therefore if the signal occurs without warning staff must assume it is **NOT A DRILL**.

Lockdown procedure 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 schools lockdown plan is as follows:**

Signal for lockdown	Whistles- short bursts
Signal for all clear	Verbally from a senior staff member
Rooms most suitable for lockdown	All classes to remain in own classrooms
Entrance points (e.g. doors, windows) which should be secured	External doors Fire doors Internal doors All windows
Communication arrangements	In person

## **Lockdown Drill**

**Drill to be activated by SLT**

Staff will be alerted to the activation of the lockdown drill in advance.

When the whistle is blown in short bursts staff must take the following action:

- Pupils who are outside of the school buildings are brought inside as quickly as possible and return to their classroom (**outside staff will be informed by a member of the SLT**)
- If intervention groups are working in small rooms, adult to adopt the lockdown procedure in the room that they are in.
- **Office** to dial 999. Dial once for each emergency service that you require
- Ensure people take action to increase protection (**teachers in classrooms**)

➤ **Staff to encourage pupils to keep calm, Listen to, and follow instructions.**

**Teachers to take appropriate action according to circumstances which could include:**

- Block access points (e.g. move furniture to obstruct doorways)
- Sit on the floor, under table's or against a wall.
- Keep out of sight
- Draw curtains/blinds
- Turn off lights
- Stay away from windows and doors

- Once in lockdown mode, staff should inform office of any pupil who is not accounted for and instigate an immediate search for anyone missing. **Teachers/TA's**
- If possible, check for missing staff and visitors. –**Caretaker/SLT**
- Lock/secure entrance points (e.g. doors, windows) – **Caretaker/SLT**
- Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.
- Ensure that pupils, staff and visitors are aware of any exit point. If it is necessary to evacuate the building, the fire alarm will be sounded and the usual critical evacuation plan will then take place. **(SLT to activate alarm)**
- Parents will be notified as soon as is practicable via school gateway and the website (only when appropriate via guidance from Emergency Services)
- Pupils will not be released to Parents during a lockdown.

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 in a year.

All situations are different, once all staff and pupils are safely inside, the SEMT (School emergency response team) **(SLT)** will conduct an on-going risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

### **Lockdown Drill- ALL CLEAR**

Once the incident has been assessed as safe all classrooms will be visited by a member of **SLT** and told the situation is under control and the class can resume activities as normal.

### **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.

Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents.