

# WEXHAM COURT PRIMARY SCHOOL

## School Lockdown Policy

2017- 2020



**Date Approved:** Autumn 2017

**Date for Review:** Autumn 2020

**Responsibility:** Full Governing Body & Headteacher

**Approved by:** Full Governing Body & Headteacher

## **WEXHAM COURT PRIMARY SCHOOL**

### **SCHOOL LOCKDOWN POLICY**

#### **EMERGENCY PLANNING**

The DFE recommends that all schools should create and maintain an emergency plan. The aim of the plan is to enable staff to respond effectively to any emergency. Whether that plan is a single overarching document with sections covering a variety of scenarios or whether it consists of a suite of separate policies tailored for specific situations is a matter of choice for the governing body. The nature of each school's planning will be individual and different and will inevitably be affected by a wide variety of factors, such as: size of school, geographical location, the nature of the school site, age range of pupils, local environment, proximity of pupils' homes etc.

Maintained schools will have a nominated emergency contact within the local authority (LA) who can provide advice on emergency planning issues and often give support as required during the course of an episode or incident. Academies and independent schools need to have other predetermined forms of back-up support available.

#### **WEXHAM COURT PRIMARY SCHOOL LOCKDOWN POLICY**

##### **Aim**

The governors of Wexham Court Primary School have put this policy into place to ensure that staff and students know what to do if there is a hazard on the school premises or outside the school that requires them to be locked within buildings for their own safety. We will always try to minimise disruption to the learning environment while ensuring as far as reasonably practicable, the safety of all students and staff.

##### **Application of policy**

The policy applies to all employees, volunteers, students, parents/carers and other visitors who happen to be on the school site when the incident occurs.

Staff will remind students of the lockdown procedure during registration at the beginning of each term. There will be at least one lockdown practice during the first few weeks of each school year, which will be organised by the head teacher)

## **Planning**

In planning our procedure, we have in place:

- A risk assessment to ascertain which rooms in the buildings would be best to use for sheltering students during a lockdown. Staff and governors all have a plan of these designated rooms.
- Identification of a small emergency management team (EMT) who will take overall responsibility for co-ordinating the lockdown.
- A communication plan of how and which mobile phones, two way radios etc. should be used in the case of an incident and a list of numbers to be used.
- A training programme for all new staff.
- A briefing session with all students at the beginning of each term.
- A practice lockdown at least once a year.
- A review meeting of the EMT after each practice to include into the plan any new lessons learned.

## **TYPES OF LOCKDOWN**

### **Localised lockdown**

This may be due to an excluded parent/guardian on site who is deemed to be attempting to collect their child unlawfully.

### **Partial lockdown.**

This is likely to be the result of an incident or civil disturbance in the locality with a potential to pose a threat to staff or pupils. Or it might be as a result of a warning of a risk of air pollution etc. Here the principle is to get all personnel inside the buildings and to lock external doors and windows. Movement may be permitted within the buildings, depending on circumstances, but this should be supervised by members of the EMT. It also may be possible for some lessons to continue nearly normally.

### **Full lockdown**

This signifies an immediate threat to the staff and students. All personnel must follow the procedure below. The principle is to:

- Protect students and staff in the safest places.
- Minimise the risk to students and staff.
- Maintain as calm and orderly an atmosphere as possible.

### **FULL AND PARTIAL LOCKDOWN PROCEDURE**

#### **Signal**

Staff will be alerted by an audible alarm which is distinctly recognisable and different from the fire alarm. Staff will be made aware of this alarm through practice.

From this point, the plan outlined below is for a full lockdown. It is recommended that this procedure is followed anyway until the EMT can assess the situation and decide whether a partial or full lockdown is needed. If a partial lockdown is declared then the EMT will advise, either by phone call to each classroom or in person if the holding area does not have a phone.

A member of the EMT will notify the police or other external authority eg police, fire brigade, medical assistance, LA as appropriate. If the media gets involved, one member of the EMT, probably the head teacher in the absence of her the Deputy Head or Assistant Heads, will liaise to ensure that there are no mixed messages. The Head teacher will also inform the chair of governors of the situation.

#### **Communications**

Pre-agreed methods of communication will be activated between teachers and a central communication hub. The hub will be located in the Assistant Head's office, contactable on extn 205. (The nominated mobile numbers, which can be used for emergency services to re-establish contact if necessary are the Head teacher and site manager's).

### **ON HEARING THE ALARM**

#### **Student safety**

When the signal sounds, if students are already in a classroom they should remain with their teacher in that room along with any support staff/visitors. Teachers should ensure that the outer external doors are SHUT AND LOCKED. Office staff should shut office side door, lock and switch off powered doors and take ALL available handsets to the hub for distribution accordingly.

Site manager should disable all timers from external doors and gates where possible

Non-teaching staff will go to the hub and then will be assigned to their posts. However if there are children who are unaccompanied such as going to the toilets, please take the children to a safe area/classroom

Students who are in transit indoors but not in a classroom for any reason when the signal sounds, will proceed to the nearest classroom (WITHOUT LEAVING THE BUILDING) which has a member of staff present and remain with that member of staff and any other students already there.

If students are outside when the signal sounds, they will be brought inside as quickly as possible unless information to the contrary is received or an alternative arrangement is subsequently communicated. If students are further away (eg at a sports facility), it may be safer for a member of the EMT to contact the member of staff with them and tell them to disperse to an agreed point (stay in sports centre, go to local library, hall, community centre etc).

Students in classrooms should be positioned as far as possible away from possible sight lines from external windows and doors. They should sit on the floor. Should there be a specific and immediate threat to pupil safety and it is necessary to move pupils away from external windows, teachers will be given the instruction to move to their safe zone. This will come either in person, by phone or by use of the megaphone located in the site managers office. Safe zones are as follows:

**EY-NURSERY = SMALL HALL**

**RECEPTION = STAFF ROOM**

**LOWER PRIMARY = LIBRARY/OPEN AREA**

**UPPER PRIMARY = ONLY IF ADVISED WILL MOVE TO THE MAIN HALL AS QUICKLY AS POSSIBLE. IF THE THREAT IS IMMEDIATE YOU SHOULD OCCUPY AS MUCH OF THE WET AREA INCLUDING TOILETS WHERE POSSIBLE SO YOU ARE OUT OF LINE OF SIGHT FROM THE PLAYGROUND AREA**

The office will supply a copy of the record of known visitors on site and these people should either stay in the nearest occupied classroom or will be directed by EMT to an agreed holding area. They may not use their personal phones.

Staff should call a roll and record the names of all students in their care in each room or venue and take the name of any other staff in that room. That list can then immediately be

transmitted/taken to a central point for checking against the main attendance record for the day. STAFF SHOULD NOT COME TO COLLECT REGISTERS NOR SHOULD THEY BE DELIVERED TO CLASSROOMS UNLESS SPECIFICALLY TOLD IT IS SAFE TO DO SO.

### **Doors and windows**

The EMT should ensure that outside doors, gates and offices are locked.

Individual teachers/non-teaching staff will lock/close classroom doors and windows and draw blinds or curtains if possible.

Lights, machinery, projectors, equipment etc should be turned off.

Students should be supported to keep calm and be quiet.

**DURING A LOCKDOWN NO ONE SHOULD MOVE ABOUT THE SCHOOL, EXCEPT MEMBERS OF THE EMT, IF SAFE TO DO SO.**

Staff and students should remain inside the room they are in until the all clear has been given, or unless told to evacuate by the emergency services.

It will depend on the time of day, the duration and the seriousness of the incident as to whether students return after the all clear to normal lessons or whether special arrangements are made for an evacuation or orderly sending home.

### **LOCALISED LOCKDOWN**

In cases where a known excluded parent or guardian is on site or attempting to gain access to site, and specifically to collect a child to whom access is prohibited, no alarm will sound but the member of staff currently responsible for the related child will be informed verbally and will ensure the child is moved to a predetermined safe area for such incidents and supervised by a minimum of 2 appropriate members of staff. If required any siblings should also be moved. The head teacher, deputy head or most senior member of staff should encourage the offender to leave site or attempt to encourage them to move to an alternative location in order for the collection of remaining pupils to continue. If it is known that the offender has an aggressive nature, all external classroom doors and any other access doors in that area should be locked and no further movement of children be allowed until the situation is deemed to be under control by the head teacher or in her absence, the most senior member of staff on site at that time.

## Parents

An outline of school lockdown procedures, especially arrangements for communicating with parents, will be routinely shared at least once a year with parents through the school newsletter and on the website.

- In the event of a lockdown, if necessary, parents will be notified as soon as is practical using the school's established network/ by text/ by local radio.
- Parents are requested not to come to the school, as it may put parents and others in danger – crowds at the entrance may get in the way of emergency vehicles and personnel.
- Parents are asked not to telephone the school switchboard since we will want to keep emergency lines open.
- Students will not be allowed to ring their parents, nor should parents call students' mobile phones.
- If the lockdown is protracted, parents will be told as much information as possible, but will still be discouraged from coming to the school until the all clear is announced.
- A follow-up letter from the chair of governors will be sent home to all parents at the earliest opportunity after the emergency is over to explain the exact reasons for the actions taken.

This is a true version signed by

Mr J. Reekie, Chair of Governors

Signed:

Date:

Miss N Mehat Headteacher

Signed:

Date:

Review date: Autumn 2020

## **Appendix - Procedure in the event of a lockdown**

**DO NOT GO OUTSIDE! AWAIT INSTRUCTION FROM THE EMERGENCY MANAGEMENT TEAM (EMT)**

The EMT will meet in the assistant head's room. The Contact number is **Ext: 205**. Do not call this number unless you are informing the EMT of a situation or missing children. We will come to you. Do not use your mobile phones to post or call anyone.

### **Alarm is triggered**

- Stay in your classroom and take the register
- Close any doors and windows in your classroom (Canada 2BP to check blue door by hall is shut)
- Upper Primary – lock the outside doors using thumb lock and return to class
- A member of the EMT will call you – inform them of missing children and their location if known
- Pull down any blinds
- Keep the children calm and reassured and away from the windows.
- Keep the phone line free and await further instruction from the EMT.

### **If you are outside,**

- Come in via the nearest entrance and CLOSE THE DOOR behind you. Check it is shut.
- Return to your classroom UNLESS IT INVOLVES GOING BACK OUTSIDE. In this case go to the hall or circulating area.
- Take the register
- Call the EMT number and tell the team where you are. There is a phone in the numbers count room

### **If pupils are not in class but inside the school.**

- Ensure they return to you promptly, this may mean a TA needs to go and get them. If this involves going outside, do not get them.

### **Children in the bungalow or EAL rooms – stay put.**

- **Bungalow** - An adult to lock the bungalow from inside and call the EMT number ext205 to inform us.
- **EAL/SEN rooms** - an adult to lock the outside door using the thumb lock and return to the intervention room, take a register and call EMT ext. 205

The EMT to meet and formulate a plan. The office to bring along locations of any supply teacher. This will be communicated to you and may involve a range of scenarios. We may ask you to go to your **safe zone**, which are:

**Nursery** – Small hall

**Reception** – Staffroom

**Lower Primary** – library/open area

**Upper primary** – wet areas in the classroom unless you have been told to go to the large hall, which you must do quickly. Do not take personal belongings with you.

Please keep calm and reassure the pupils by engaging them a safe and calm manner i.e. a story.

- Keep the phone line free
- Keep the children away from windows
- Reassure them as you go along
- DO NOT GO OUTSIDE UNLESS TOLD TO DO SO