



Lockdown procedure

- Staff are alerted to the activation of the plan by a recognised signal, this is **5 short rings on the fire alarm bell**
- Pupils outside of the school buildings are to be brought inside immediately
- Those inside the school should remain in their classrooms
- All external doors and, as necessary, windows are locked
- Once in lockdown mode, staff must notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing)
- Staff should encourage the pupils to keep calm
- As appropriate, the school will establish communication with the Emergency Services as soon as possible
- Central Bedfordshire Council will be notified by Head teacher or office via the 'School Emergency' phone number
- Parents should be notified as soon as it is practicable to do so via the school's **text to parents** communications system
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Staff should await further instructions
- The lockdown drill should be undertaken at least once a year. Pupils will be aware of the plan. A copy of this procedure is on the school's website.
- Lockdown drill information will be displayed in every classroom alongside the information relating to fire drills

1 Partial Lockdown

Alert to staff: 'Partial lockdown' Staff to be alerted in person by HT or office staff. 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. Use normal school bell.
- All staff and pupils remain in building and external doors and windows locked
- Free movement may be permitted within the building dependent upon circumstances (eg children taken to the toilet accompanied by an adult)

All situations are different, once all staff and pupils are safely inside, the Head teacher or senior teacher will conduct an ongoing assessment. In the event of an air pollution issue, all windows are to be closed. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

2 Full Lockdown

Alert to staff: 'Full lockdown' **Use the five rings on fire bell**

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- All pupils return to base (classroom, Learning Loft or other agreed location eg hall)
- External doors locked. Windows locked, blinds drawn, pupils sit quietly out of sight
- Register taken
- Staff and pupils remain in lock down until it has been lifted by Head teacher, senior teacher or emergency services. At any point during the lockdown, **the fire alarm may sound** which is a cue to evacuate the building. During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls as this could delay more important communication.
- If possible instructions will be communicated to staff via text message in an emergency through the 'T2P' system
- Further information will, if possible, be communicated to staff via the G2 Integris register system

- A further five short rings on the Fire alarm bell will signal that the Lockdown is over.

Communication between parents and the school

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

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 you to come get your children, and where this will be from

This message will be displayed on the school's website '..the school is in a full lockdown situation. The office phone and entrances will be un-manned, external doors locked and nobody allowed in or out...'

Emergency Services

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 with regarding the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario, Central Bedfordshire Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friend and family outside of the cordoned area.

Revised advice re mobile phones:

In order for the lockdown procedure to be workable the advice concerning mobile phones has been reviewed. It is advised that teachers and Learning Support Assistants keep their mobile phone in the class where they are working, where it is easily accessible (for example shut safely in a cupboard, away from children's reach.) However, as before, during normal contact time with pupils, mobile phones are not to be used in classrooms. Mobile phones are not to be taken out onto the playground or into the covered area or Environmental Garden, when staff are with pupils.

Procedure reviewed January 2017

S. Isaacs Head teacher