

Document Name:	Lockdown Policy
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Overview

This policy is intended to ensure that students and staff are safe in situations where there is a threat in the grounds or outside the school that requires students and staff to be locked within buildings for their own safety. This policy is specific to Kingswood Primary School and it is expected that a 'lockdown' drill will be carried out and recorded at least annually.

Scope

This policy applies to employees, volunteers, parents/carers, students and people visiting the school site. It covers the procedures and personnel responsibility when the school is required to go into lockdown.

Guidelines

The Kingswood Primary School Lockdown Policy applies when students and staff need to be locked within buildings for their own safety.

Lockdown procedures may be activated in response to any number of situations; some of the more typical ones are:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community
- A dangerous individual in the locality
- An intruder on the school site with the potential to harm students, staff and visitors
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud)
- A major fire in the vicinity of the school
- The close proximity of a dangerous animal roaming loose
- Serious accident on-site requiring good access for emergency services or restricted access for students.

Copies of this policy will be disseminated by email to all staff and a copy can be found on the school website.

Testing of Policy

The Headteacher will schedule at least one practice lockdown drill per year and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place. The Headteacher will remind students of the lockdown procedure during the first whole school assembly of each term.

Lockdown Procedure

In the event of an emergency, the Headteacher or in their absence DDSL/SBM or member of SLT will make the decision, in consultation with the police when deemed necessary, with regard to whether the school needs to be partially locked down or fully locked down.

As soon as a lock down or partial lock down is declared, DSL/SBM should alert the appropriate services detailed within Gloucestershire Schools Critical Incident Support Guidance (see Appendix).

Partial Lockdown

Partial Lockdown should be seen as a precautionary measure which puts the school in a state of readiness should a situation escalate, whilst retaining a degree of normality.

Alert

Alert to all staff "Partial Lockdown"

This may be as a result of a reported incident or civil disturbance in the local community with the potential to pose a risk to students, staff and visitors 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 outdoor activity to cease immediately with students and staff returning indoors
- All students and staff to remain indoors and external doors and windows locked
- Free movement may be permitted within the buildings, dependent upon the circumstances

All situations are different; once all students and staff are safely indoors, senior staff will conduct ongoing assessment based on advice from the Emergency Services. This assessment will then be communicated to staff, who can inform students as age-appropriate.

In the event of air pollution issue, air vents can be closed where this is possible, as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

This signifies an immediate threat to the school and may be an escalation of a partial lockdown (for example when an intruder is within the school grounds)

Alert

Alert to staff "Full Lockdown" Intermittent Fire Alarm to sound

Immediate Action

- If 'Full Lockdown' is initiated during break/lunchtime, all students and staff to report to their classrooms. The alert will be raised by three short blasts on the

whistle attached to the play shed. In the case of an intruder this may need to be the nearest room.

- If 'Full Lockdown' is initiated during lesson time, all students to remain in designated classrooms. Outdoor classes to report to designated free rooms (i.e. School Hall or classroom)
- External doors locked
- Classroom doors closed
- Windows locked and blinds drawn
- Students sit quietly out of sight (e.g. under desk or around a corner)
- Register taken (Headcount as per Fire procedure)

Staff and students remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services. At any point during the lockdown the situation may change and escalate resulting in the need for emergency evacuation procedures to be implemented. The move to an evacuation will be communicated by the fire alarm being activated continuously.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to senior management as this could delay more important communication.

Communication Channels

An example of discreet communications channels might be where staff have access to an internal email system then they could access their account and await further instruction. In practical terms, staff will need to remember to take their laptop to the designated area of safety, where appropriate.

Emergency Services

It is important to keep the 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 dependent upon the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Head with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario it may be appropriate to liaise with the emergency services to arrange a Reception Centre for family members outside of the cordoned off area.

Communication with Parents and Carers

School Lockdown procedure, especially arrangements for communicating with parents and carers, should be routinely shared with parents and carers, although it is not advisable to share entire lockdown plans. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents and carers as soon as is possible. Parents and carers will obviously be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Information to share with parents and carers

Parents and carers 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 their child's safety,
- do not need to contact the school as calling could tie up telephone lines that are needed for contacting emergency service providers,
- do not come to the school as they could interfere with access by emergency service providers and may even put themselves and others in danger,
- wait for the school to contact them about when it is safe to come to collect their children, and where this will be from.

Lockdown Situation when away from the School

The school will also plan for what would happen if a lockdown situation should arise when a group is away from the school, whether this be on a short visit, day trip or longer trip that involves a party staying away.

The school will always carry out a risk assessment prior to such visits and will consider what would happen if an emergency situation arose that was out of the control of the staff who are supervising the students on the trip.

Appropriate guidance will be given to students prior to the trip, and will be reinforced during the trip itself. Parents and carers will also be provided with information about the procedures that would be followed.

It is almost impossible to predict the circumstances where an emergency situation might arise in a way that specific planning can be undertaken. As a minimum it will be prudent to show students an emergency meeting point if the party gets separated and remind them to follow instructions from the Emergency Services. If the trip involves staying in a hotel or hostel the staff leading the trip should identify areas of the building where they are most likely to be able to protect the children in their care. Students will be asked to disperse or hide if this will aid their safety.

**Appendix
Document 1**

Lockdown Procedure Management and Control	
Nominated Person	Responsibility
Wendy Collins/SLT	Initial contact with emergency services
Julie Pearcey/ Gail Millin/ Sarah Haycocks	Liaison with parents
All Teachers/TA's	Pupil control
Signals	
Signal for lockdown	Intermittent Fire Alarm inside school Three blasts on a whistle on the playground
Signal for all clear	HT/SLT will inform all staff
Lockdown	
Specified assembly room	Nearest Classroom/School Hall/Staff Room
Entrance Points	EYFS – Rear Classroom Door EYFS – KS1 Entrance External Door KS1 – Rear Classroom Door KS1 – KS1 Entrance External Door KS1 – School Hall Rear Door KS2 – Rear External Door KS2 – School Hall Rear Door
Communication arrangements	Email through Staff accounts
Notes	

Document 2

Lockdown Procedure		
Step	Initial Response	Check
1.	Lockdown communicated via fire alarm or whistle	
2.	Ensure all students are inside the specified assembly room or closest space	
3.	Secure all entrance points <ul style="list-style-type: none"> • External doors • Fire doors • Internal doors • All windows • Air vents (in case of air pollution) 	
4.	Dial 999 for each emergency service that the incident requires	
5.	Staff members who are not teaching at the start of lockdown should go to the nearest assembly room/safe space	
6.	Ensure that staff members take action to increase protection from further danger. <ul style="list-style-type: none"> • Block access points • Sit on floor, under tables or against the wall • Keep out of sight • Turn off lights • Stay away from windows and doors • Maintain contact via email where possible 	
7.	Ensure that all students and staff members inside the specified assembly room are aware of an exit point in case an intruder manages to gain access or the assembly room becomes unsafe.	
8.	Ensure that students who are outside the school buildings are brought inside as quickly as possible, unless this endangers them and others. If students remain outside direct them to hide behind a safe spot out of view.	
9.	Check for missing or injured staff members or students if it is safe to do so.	
10.	Remain inside the specified assembly room until the all clear signal has been given or unless told to evacuate by the emergency services.	
11.	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site under guidance from the emergency services.	

Document 3

Gloucestershire Schools Critical Incident Support – updated May 2022

Dealing with an Emergency - When to call 101 or 999

You should call **101** to report crime and other concerns that do not require an emergency response or **report** online: <https://www.gloucestershire.police.uk/ro/report/ocr/af/how-to-report-a-crime/>

Advice for calling 999:

- call when it's an emergency;
- a crime is in progress;
- someone suspected of a crime is nearby;
- when there is danger to life;
- when violence is being used or threatened;

- For safeguarding issues outside office hours you should contact the Emergency Duty Team 01452 614194 or email edt@gloucestershire.gov.uk The Emergency Duty Team Hours are 16:45 - 08:45 Monday to Thursday and 16:45 Friday - Monday 08:45 (including Bank holidays and Xmas Day and New Year's Day).

If an emergency call is being made out of hours, the Emergency Services will make contact with the Civil Protection Team Duty Officer (CPTDO) who will contact and coordinate the council service response.

During normal working hours please contact the following directly for further advice:

- For Safeguarding for schools contact: 01452 426221.
- For health and safety advice contact the SHE team: 01452 425350 she@gloucestershire.gov.uk
- For Premises issues contact: 01452 328383 (08:30-17:00hrs).
- For Press Office/Communications issues contact: 01452 427965 (Mon-Fri 09:00-17:00hrs) NB: Communications Support is a buy-back service unless it is regarding a safeguarding issue. To buy their support you should go to GCCPlus (Traded Services) on Schoolsnet. (For out of hours emergencies only: 07747 898064)
- For notifiable diseases – Avon, Gloucestershire and Wiltshire HPT (Public Health England South West) contact: 0300 303 8162 (option 1, then option 2).
- Guidance on infection control in schools and other childcare settings can be found here: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>
- For other emergencies:
 - Gas EMERGENCY - dial 0800 111 999 (national number) for gas leaks.
 - Electric POWERCUT - dial 105 from a landline or 0800 6783 105 on a mobile - the New National telephone line for power cut queries.
- Water EMERGENCY, all are 24/7:
 - WaterPlus (Severn Trent area) 0800 783 4444
 - Castle Water (Thames Water area) 0800 316 9800
 - Water2Business (Bristol Water area) 0345 702 3797
 - Welsh Water - Water 0800 052 0130 or Sewerage 0800 085 3968
- Schools Team can be reached during office hours on the following numbers: 01452 328681, 01452 328678 or 01452 427547. Please keep your out of hours emergency contact details updated with the schools team – Stephen.bradley@gloucestershire.gov.uk or Deborah.peake@gloucestershire.gov.uk
- Please note that in the event of an out of hours critical incident involving a school, Emergency Services will contact the Civil Protection Team who will contact a Senior Education Officer directly. However, if you are experiencing difficulty in speaking to someone please call 07747 532852 this number will be monitored by the Senior Education Duty Officer.

