

Heath Mount Primary School

Lockdown Policy



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Lockdown Procedure

Rationale

Lockdown procedures are 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 pupils and staff. On very rare occasions, it may be necessary to seal off the school, so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks for the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons' intent in causing harm/damage.

Signals	
Lockdown signal(s)	<ul style="list-style-type: none"> • Staff will be notified that a full lockdown procedure is to take place immediately on hearing the lockdown alarm (intermittent fire alarm). • Staff will be notified of partial lockdown via internal phones or by the office staff letting all classrooms know in person. No alarm will be sounded for a partial lockdown.
All clear signal	<ul style="list-style-type: none"> • A senior member of staff (usually the Headteacher or Deputy Headteacher) will notify all classrooms via internal telephone or through visiting classrooms. Emergency services may also do this. • As soon as possible after the lockdown, teachers, who were not in their classroom during the activation of lockdown, should proceed there and conduct a register. They should notify the reception immediately of any pupils not accounted for.
Evacuation of the building signal	<ul style="list-style-type: none"> • Continuous ringing of the fire alarm.
Full Lockdown Procedures	
<ol style="list-style-type: none"> 1. All outside activities cease immediately. All staff and pupils return to the main building via the nearest entrance. 2. All external doors and windows shut and locked. 3. All internal room doors locked, blinds drawn, pupils and staff to sit quietly and out of sight (preferably under tables). Try to keep pupils calm. 4. Registers to be taken or head count to be taken and office to be informed if possible of missing pupils or additional pupils you may have in your classroom/room. 5. Crisis folder laminates to be displayed along with red (missing or injured pupils)/green (we are all present and uninjured) paper through doors as applicable. 6. No doors to be opened until lockdown procedures are lifted by senior management or emergency services. 7. If at any point during lockdown the fire alarm sounds, this is a cue to evacuate the building. 8. Any adult not in their own room due to PPA, etc, are to remain in the room they are in. 9. Ensure mobile phones and electronic devices are switched to silent. 	
Partial Lockdown Procedures	
<ol style="list-style-type: none"> 1. All outside activities cease immediately. All staff and pupils return to the main building via the nearest entrance. 2. All external doors and windows shut and locked. 3. Classroom doors should be shut (although not locked). 4. 'Normal' activities can take place in classrooms. <p>Movement within the building is permitted, but all pupils must be accompanied by an adult.</p>	

Lockdown drills

1. The lockdown alarm will be tested annually to ensure all staff know the signal.
2. Maglocks should be checked regularly to ensure they are working.
3. All staff should ensure that this policy is displayed in the correct place in their classrooms and offices.
4. Lockdown drills with pupils present will not take place.

Staff responsibilities

Headteacher (DHT if absent)	<ul style="list-style-type: none"> Will make the decision to initiate, manage and conclude lockdowns. Communicate with emergency services. Notify MAT team (if they are not on site).
Other staff	<ul style="list-style-type: none"> Deputy Headteacher: communicate with parents; contact classes out of school; support as directed by the Headteacher. Teachers, teaching assistants and support staff to stay with pupils and (as best they can) and to maintain a quiet and calm atmosphere in the classroom. Keep alert to the emotional needs of the pupils. Site manager/site staff: lockdown in own office or another suitable space.
Pupils who are outside at the time	<ul style="list-style-type: none"> The lockdown alarm signal will activate a process of pupils being ushered into the school building as quickly and as calmly as possible through the nearest entry point possible.
Pupils stay inside, wherever they are	<ul style="list-style-type: none"> At the given full lockdown signal, pupils remain in the room (or hall) they are in and the staff will ensure that windows and doors are closed and locked (or barricaded in the event of no lock being available) and blinds closed where possible. Pupils are positioned away from possible sightlines from external windows/doors e.g. under desks. Lights, interactive whiteboards and computer monitors to be turned off. Mobile phones are put on silent mode.
Adults and/ or pupils who are not in class for any reason	<ul style="list-style-type: none"> <u>Pupils or staff</u> not in class for any reason should lock themselves in their current room or proceed to the nearest room which can be secured. <u>Office staff</u> should move to the nearest securable room if it is safe to do so. If it is not safe, they should hide until the all clear signal is given. Staff on <u>class release time</u> are to lockdown in the staff room or the area they are using; remaining quiet with no kettles/lights/microwaves on. <u>Catering staff</u> to close the shutter to kitchen, lock their doors and turn off lights.
Securing classrooms	<ul style="list-style-type: none"> Individual teachers/TAs lock/close classroom door(s) and windows.
If a class is out of school	<ul style="list-style-type: none"> Office staff or HT/DHT will call the class teacher/s and warn them that the school is in lockdown. Advice will be given as to when it is safe to return to school.
Communication with parents	<ul style="list-style-type: none"> If necessary, parents will be notified as soon as it is practical to do so via text through a Parent Text communication system or school app. Parents will be told: 'The school is in a full/partial lockdown situation. During this period the phones must not be used and entrances will be un-manned, external doors locked and nobody allowed in or out.' Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk. Pupils will not be released to parents during a lockdown. Parents will be asked not to call school as this may tie up emergency lines. If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from the office staff or the emergency services. A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Other notes	<ul style="list-style-type: none"> • UNDER NO CIRCUMSTANCES SHOULD STAFF USE SOCIAL MEDIA DURING A LOCKDOWN. • NO ADULT OR PUPILS TO LEAVE THE ROOM -EVEN IF IT IS NOT THEIR NORMAL CLASSROOM - FOR ANY REASON WHILST IN FULL LOCKDOWN. • THIS POLICY WILL BE SHARED ANNUALLY WITH STAFF VIA THE STAFF HANDBOOK.
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Dated: January 2024

Review date: As required

<p>Evacuation Procedure</p> <ol style="list-style-type: none"> Possible reasons for an evacuation to be initiated: <ul style="list-style-type: none"> • An incident after lockdown. • Fire. • Natural gas leak. • Hazardous chemical leak inside building. • Localised flooding. • Fumes from an unknown source. Persons who can call for an evacuation: <ul style="list-style-type: none"> • Deputy/Headteacher • Emergency Services • Office staff • Premises Manager The school will establish communication with the Emergency Services as soon as possible where this is deemed appropriate. <p style="text-align: center;">Evacuation Drill</p> <ol style="list-style-type: none"> Immediately cease all activities. Staff to begin the evacuation of any persons or students in their charge using the shortest safe route. Ascertain where the fire may be located, its nature and its extent, if there is one. 	<p>Bomb Threat Procedure</p> <ol style="list-style-type: none"> As caller calls in threat 'Bomb Threat Checklist' should be completed. Immediately after receiving a bomb threat call, hang up and dial '9' followed by 999. Alert Security Co-ordinators (Daniel Pipola). If DP is out of the building the DHTs must be informed to deputise, organise and assist. Quickly scan your immediate area of building prior to evacuation. (Devices are more likely to be outside or in a common area). If bomb threat is determined to be real, follow Evacuation Procedure or Lockdown Procedure as determined by threat. <p style="text-align: center;">nb: Radios/phones/iPads should be turned off during a bomb threat. Electronic communication signals could trigger certain types of bombs.</p> <ol style="list-style-type: none"> Evacuate the building using word of mouth. <p style="text-align: center;">Bomb Threat Information Form (be calm and courteous; do not interrupt the caller; quietly notify a senior member of staff)</p> <p>Name of person receiving the call: _____</p> <p>Time ____ Date ____ Length of call _____</p>	<p>Lockdown Procedure</p> <p>Lockdowns can be full or partial</p> <p>Signal for Full Lockdown – Intermittent fire bell start-stop-start-stop-start-stop continually</p> <ol style="list-style-type: none"> Reasons for lockdown to be initiated: <ul style="list-style-type: none"> • A reported incident/civil disturbance in the local community (partial). • An intruder on the school site (partial/full). • A warning being received regarding a risk locally, of air pollution (partial). • A major fire in the vicinity of the school (partial). • The close proximity of a dangerous dog roaming loose (partial). Persons who can administer a lockdown: <ul style="list-style-type: none"> • Deputy/Headteacher • Emergency Services The school will establish communication with the Emergency Services as soon as possible where this is deemed appropriate <p>Lockdown Checklist</p> <p>Partial Lockdown:</p> <ol style="list-style-type: none"> All outside activity ceases immediately. All return to the nearest building.
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<p>4. Ensure that the Emergency Services have been called.</p> <p>5. Proceed to the assembly point (playground) and supervise the evacuation.</p> <p>6. Liaise with staff at the assembly point to ensure all persons have evacuated safely.</p> <p>7. Keep in contact with the Building Site Management staff and other Senior Staff to obtain updates on the situation.</p> <p>8. Make certain no one re-enters the premises until it is safe to do so.</p> <p>9. Should the allocated playground fire muster point be too close to danger then everybody should muster in the front car park.</p>	<p>Check appropriate information:</p> <p>Caller is: <input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> adult <input type="checkbox"/> youth</p> <p>Callers voice characteristics: <input type="checkbox"/> loud <input type="checkbox"/> soft <input type="checkbox"/> deep <input type="checkbox"/> raspy <input type="checkbox"/> high pitched <input type="checkbox"/> persistent</p> <p>Callers language: <input type="checkbox"/> excellent <input type="checkbox"/> poor <input type="checkbox"/> fair</p> <p>Callers Manner: <input type="checkbox"/> irrational <input type="checkbox"/> rational <input type="checkbox"/> angry <input type="checkbox"/> calm <input type="checkbox"/> nervous <input type="checkbox"/> sober <input type="checkbox"/> drunk <input type="checkbox"/> emotional <input type="checkbox"/> incoherent <input type="checkbox"/> laughing <input type="checkbox"/> voice is familiar.</p> <p>Background Noises: <input type="checkbox"/> street <input type="checkbox"/> animals <input type="checkbox"/> music <input type="checkbox"/> voices <input type="checkbox"/> workplace noises</p> <p>Sample questions to ask caller:</p> <p>When will it go off? _____</p> <p>How much time is left before it goes off? _____</p> <p>What kind of bomb? _____</p> <p>Where are you now? _____</p> <p>How do you know so much about the bomb? _____</p> <p>What is your name? _____</p> <p>Why did you plant the bomb? _____</p>	<p>2. All external doors and windows locked.</p> <p>3. Movement within the building permitted, all pupils to be accompanied.</p> <p>Full Lockdown:</p> <p>1. All outside activity ceases immediately. All return to the nearest building.</p> <p>2. All external doors and windows locked.</p> <p>3. All internal doors locked, blinds drawn pupils and staff to sit quietly out of sight.</p> <p>4. Registers to be taken and office to be informed if possible.</p> <p>5. Crisis folders laminates to be displayed along with red/green paper through doors as applicable.</p> <p>6. No doors to be opened until lockdown procedures lifted by senior management or emergency services.</p> <p>7. If at any point during lockdown, the fire alarm sounds, this is a cue to evacuate the building.</p>
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