

# **WARREN FARM PRIMARY SCHOOL**

## **LOCKDOWN PROCEDURES**

**2022**



**NEXT REVIEW SEPT 2023**

## **What is a Lockdown and why?**

The purpose of a lockdown is to prevent an intruder from causing harm to pupils and staff. Entrances to the schools must be secured in an effort to prevent the intruder from entering the premises and staff and pupils must find a suitable place to protect themselves.

The signal for a lockdown must be clearly distinguishable from that of an evacuation (ie, the normal fire alarm signal). Any confusion may result in pupils and staff congregating at the usual assembly point, thus potentially making themselves more vulnerable to an intruder.

If pupils are outside when the signal for a lockdown is sounded, staff should consider taking pupils to the nearest possible building that can be secured. Pupils could also be asked to hide or disperse if this will aid their safety.

It is important that arrangements are in place to deal with such a situation, however, it is to be hoped that our schools will never need to implement a real lockdown.

The following procedures have been designed to be as simple as possible to ensure maximum safety of all persons on the premises, in order to minimise confusion in a potentially stressful situation.

It may be necessary to implement the Critical Incident Guidance and Business Continuity Plan subsequent to an emergency lockdown and these documents should be read in conjunction with these procedures.

Lockdown procedures should be practised annually.

Procedures	Actions, Recommendations and Considerations
Person with responsibility to manage the lockdown	The person with overall responsibility to manage the lockdown would normally be the Head Teacher. Back-up will be given by the Deputy Head, Business Manager and Site Manager.
Circumstances defining a lockdown situation	<ul style="list-style-type: none"> <li>• A lockdown should be initiated when a situation arises that requires isolation (rather than evacuation) of staff and pupils from an identified threat.</li> <li>• These threats could include: aggressive or violent intruder; siege/hostage incident; dangerous animals; armed robbery or intruder; lightning/severe storms.</li> <li>• The lockdown should involve the whole school campus.</li> </ul>
Methods of communication to alert suspicions	<ul style="list-style-type: none"> <li>• Extensions on external telephone system</li> <li>• Internal telephone system</li> <li>• Staff mobile phones – numbers held in admin offices</li> </ul> <p><b>It is VITAL to ensure that all classes on site are informed straight away of any emergency situation taking place on the site. School and Governor Support should also be notified – 0121 303 4825. Communication with the emergency services will be arranged by the Head Teacher (this may be delegated to a member of the back-up staff)</b></p>
How will the lockdown signal be given?	<ul style="list-style-type: none"> <li>• The signal for the school will be sounding of the siren; the panel for the siren is located in the main school office on the left hand side of the desk. The signal should not be sounded continuously throughout the lockdown; however it will be necessary to sound it several times to ensure that all present in the building have heard.</li> <li>• The first signal should be given to the School and the Receptionist should ensure that the main doors are secure, if it is safe to do so. Staff should ensure that all other accesses to the school are secured, if safe to do so. If an external door is not secured and is unable to be safely accessed, ensure that pupils and staff are behind the nearest door, which should be securely closed.</li> <li>• If it is safe to move around inside school, the Head Teacher and back-up staff, should liaise and inform staff of appropriate actions.</li> </ul>

<p>Movement Plan for pupils and staff</p>	<ul style="list-style-type: none"> <li>• Pupils in classrooms should stay inside the room, with the door and windows closed and blinds drawn. It may be necessary for pupils and staff to sit or lie on the floor beneath windows. If necessary, teachers should block the classroom doors.</li> <li>• Pupils not in classrooms should be taken to the nearest securable room, and stay in that room until the all clear signal is given; pupils in toilets etc should go to nearest occupied room, pupils outside should be brought into the building as soon as possible.</li> <li>• If more than one room is available, staff should consider which room has the best means of communication, eg, telephone system, mobile or visibility of others who able to communicate.</li> </ul>
<p>Roll call and communication to school offices</p>	<ul style="list-style-type: none"> <li>• Staff should take a register and report all pupils in their care to the school office as soon as practicable, using mobile phones. If practical, email may be used to communicate to staff.</li> <li>• Staff in the school office should check this information against the day's registration to account for all of the pupils on site.</li> <li>• Any pupils not accounted for should be communicated by the school office to the HT or one of the other staff as identified above, and an immediate search should be instigated by the back-up staff. When the pupil is located they should be deposited in a place of safety and the office informed.</li> </ul>
<p>Movement to a place of safety</p>	<ul style="list-style-type: none"> <li>• If movement to a place of safety is required, the designated place as a refuge point is Christ the king School. Co-ordination of this will be the responsibility of the person with responsibility to manage the lockdown (usually the Head Teacher); this task may be delegated to another senior member of staff. Communication of this need should be made to Christ the king School as soon as possible to allow for their arrangements to accommodate this to be made.</li> <li>• <b>If the school needs to be evacuated, the evacuation alarm should be sounded (fire alarm) and normal evacuation procedures should be followed.</b></li> <li>• If it is necessary to contact parents, Teachers2Parents will be used to send a text; however, no pupils will be released to parents during the lockdown period so it would be advisable to consider when it would be appropriate to update parents on the situation. If the decision is taken to alert parents to the situation, it would be wise to reinforce the message that <b>the school is in a full lockdown situation, during this period, the</b></li> </ul>

	<p><b>phones and entrances will not be staffed, external doors locked and nobody will be allowed in or out.</b> A request for parents not to ring the school and tie up the telephone lines should also be made.</p>
Communicating the 'all-clear'	<p>Once the lockdown has been initiated, all staff and pupils (unless persons involved in managing the lockdown – as above &amp; below) should remain in their secure position until they are advised that it is safe to leave by one of the staff designated to manage the procedures.</p> <p>Following the all-clear, a de-brief will be undertaken.</p>

During any lockdowns involving school staff and pupils that take place when the pupils are off site, staff and pupils should follow the instructions given by the authorised persons managing the procedures.

### **Responsibilities of Person Designated to Manage Lockdown**

- Signal the alert, or direct one of back-up staff to do this;
- Signal the alert;
- Contact police, if required;
- Liaise with LA, or designate one of back-up staff to do so;
- Collect information about situation;
- Collect roll-call information or designate one of back-up staff to do this;
- Manage process to collect unaccounted-for children or adults (using judgment of situation at the time);
- Liaise with police;
- Post-incident, contact LA, letters home to parents to update.

### **Communication of Procedures and Training**

These procedures should be shared with all staff, and with new staff on induction. Staff should familiarise themselves with the procedures and a copy of the procedures should be held in the room folders so that they are available for supply staff in the schools.

These procedures should be practised; the first occasion should take place on a pupil-free day. Further practices should take place annually and any review or recommendations noted and, where appropriate, incorporated into the procedures. Any implications for other site users should be noted and shared with the relevant staff of the other schools on site.