



Kew Woods Primary School Lockdown Procedure

Lockdown procedures should be seen as 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.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils).
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc).
- The close proximity of a dangerous dog roaming loose.
- A major fire in the vicinity of the school.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building.
- All staff and pupils remain in building and external doors and windows locked.
- All pupils return to classroom.
- Any members of staff in the staffroom should go into 3K, the nearest classroom.
- Welfare staff **MUST** use the main entrance into school and ensure that they also sign in. Welfare staff in the hall should go into the kitchen area. If they are on a corridor they should go into the nearest classroom.
- Staff and pupils in the Library should go into 3W the classroom next door.
- External doors locked. Classroom doors blocked/locked.
- Windows locked, blinds drawn, pupils sit quietly, away from windows where possible.
- Register taken/head count-the office will contact each class in turn for an attendance report via class phones / mobile phones.
- Staff and pupils remain in lock down until it has been lifted by an authorised staff member/emergency services.
- At any point during the lockdown, the fire alarm may sound, **AND** a verbal message via classroom telephone/mobile phone/internal bell or authorised staff member to evacuate the building.
- During the lockdown, staff will keep agreed lines of communication open, via class or mobile phones.
- If the fire alarm sounds during the lockdown nobody should evacuate as this may be set off deliberately by an intruder. It is safer to stay locked down. In the event of a fire being discovered the emergency services should be informed.
- If staff arrive at school during the office opening hours and the Office blinds are closed this indicates the school is in lockdown. Staff should not enter the school.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website, parent mail or school app.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

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 their children, and where this will be from

Parents will be told

'... the school is in a full lockdown situation. During this period the phones and entrances will be un-manned, external doors locked and nobody allowed in or out...'

Emergency Services

It is important to keep 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 depending on the severity of the incident that has triggered the Lockdown.

Full Lockdown procedure	
Signals	Staff will be alerted to the activation of the plan via a whistle or verbal communication. The signal for the all clear will be verbally by Head Teacher as soon as it is safe to do so.
Lockdown	<p>Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. The alert for outside will be 5 short blasts on the whistle followed by 'lockdown' being shouted. Class Teachers will be responsible for own class.</p> <p>Outside – Field -If children remain outside on the field they should be brought inside as quickly as possible.</p> <p>Outside-Playground – Children to be brought into school as quickly as possible.</p> <p>Inside – Pupils and staff will be alerted to this by verbal communication or internal bell/whistle being sounded with 5 short blasts. Whoever initially calls for lockdown will inform the Office before anyone else. All staff to take action to increase protection from attack: Secure access points – External doors, fire doors, Internal doors and windows, draw blinds where possible, children will all sit away from external windows.</p> <p>Those inside the school should remain in their classrooms. All doors and windows should be secured including classroom doors. Please lock classroom doors.</p> <p>(Alternatively, ask pupils to hide or disperse if this will improve their safety).</p> <p>Other staff –move quickly into the nearest room and secure the door</p> <p>Sit on the floor, under tables or against a wall. Keep out of sight. Draw curtains / blinds. Turn off lights. Stay away from windows and doors. Once in lockdown mode, staff should notify the office via class or mobile phone, immediately informing of any pupils not accounted for. Staff to locate class 'grab bag' if safe to do so. Staff should encourage the pupils to keep calm.</p>

	<p>If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.</p> <p>If evacuation off the premises is required staff should walk pupils to Meols Cop High School.</p>
Communication arrangements	<p>Mobile phones/ Classroom telephones</p> <p>Call emergency services - Dial 999. As appropriate, the school office, SLT will establish communication with the Emergency Services and notify the Local Authority by the School Emergency' phone number.</p> <p>Parents/Carers- Parents will be notified as soon as it is practicable to do so via text messaging previously programmed in mobile phones. Pupils will not be released to parents during a lockdown</p> <p>Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.</p>
Evacuation	<p>If it is necessary to evacuate the building, everyone will be alerted via the internal bell being sounded constantly or verbal communication by staff either in person or over the classroom/mobile phones.</p>
Partial Lockdown	
Alert	<p>Alert to staff: 'Partial lockdown?' will be announced via verbal communication. 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.</p>
Immediate action	<p>All outside activity to cease immediately, pupils and staff return to building. Staff will be notified by SLT. All staff and pupils remain in the building and external doors and windows locked. Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.</p> <p>Staff to locate class 'grab bag' if safe to do so</p>
Risk Assessment	<p>All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.</p> <p>'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.</p> <p>In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.</p> <p>If necessary, a partial lockdown may be escalated to a full lockdown. Staff will be alerted via class / mobile phones.</p>
Drill	<p>It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year.</p>