

Shorne Church of England Primary School

(A member of the Aletheia Anglican Academies Trust)



Lockdown Procedure

Lead member of Staff: Tara Hewett (Head of School)

Lead Governor: Ian Craig

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Next scheduled review: July 2021

Introduction

In the unlikely event that a school and its occupants are subjected to a potential and immediate threat or danger, it is likely the school will need to move to a status of 'Lockdown'. Lockdown procedures enable a school to close down and protect itself and those within it from an identified and urgent risk very quickly, such as the following:

- an intruder on the school's site or nearby
- a local incident, such as a civil disturbance or risk of air pollution
- a fire adjacent to the school
- a dangerous dog or another animal which is nearby
- a firearms or weapons attack.

Lockdown is the ability to restrict access quickly, prevent staff and pupils from moving towards danger, or frustrate or delay the identified risk from entering the school.

Rationale

Following NaCTSO (National Counter Terrorism Security Office) guidance, the school has adopted its own Lockdown Procedures. The purpose of these procedures is to provide instructions for staff in the event of an incident that requires whole school lockdown. These instructions should be read in conjunction with the school fire evacuation instructions and the school Safeguarding Policy.

Circumstances triggering a Lockdown

These Lockdown procedures are planned as a swift and immediate response to any threat to the life or safety of members of the school community from one or more violent intruders on the school site.

By its very nature, a violent attack by intruders to the school site will be unpredictable. An intruder may attack from any point and at any time of the day. Members of the school community should be alert to the security of the school site and procedures for maintaining a secure site

Alerting the school and Lockdown Procedures

A gas klaxon is used to alert the school community of an attack. One is kept in the school office and one in Key Stage one (Class 1)

- Any member of staff who believes that the school is subject to an attack should inform Reception staff straightaway, providing information about the situation. An 999 emergency call can also be sent if deemed necessary.
- If possible, Reception staff should inform an SLT member immediately.
- If the decision is taken to impose a Lockdown, the Leadership Team will indicate for the klaxon to be sounded.
- Due to the unpredictable nature of the event, it may not be safe or practical to contact the Leadership Team. Members of staff should sound the klaxon if they are able to.

Response to lockdown alert

If the alert occurs during lesson time:

- All pupils inside the school should remain in their classrooms.
- Pupils on the school site but outside the buildings should be brought in immediately and go to their classroom but only if it is safe to do so. Staff with pupils should use their professional judgement. It may be safer to stay out of the school building and seek alternative exits to the school site, especially during a high risk incident

Once the pupils are inside the buildings:

- lock all external doors, windows and air vents where appropriate
- draw blinds, cover internal door windows and switch off classroom equipment
- switch all mobile phones to 'silent,' so as not to give positions away
- ensure arrangements are in place for staff to identify pupils who are not accounted for
- staff should keep the pupils occupied and calm
- emergency services should be contacted as quickly as possible
- once a lockdown is underway, staff may continually risk assess the cause of the lockdown (with support from the emergency services); the movement of pupils should only be undertaken with the approval of the emergency services
- the Academy Trust should be notified at the earliest opportunity
- a lockdown will remain in place until it has been lifted by a member of the school's senior leadership team or by the emergency services
- lockdown procedures should be regularly supported with staff training refreshers (say on an INSET day).

Parents

Parents should know the school has a lockdown procedure and be given enough information so that they are reassured that the school understands their concerns for their children's welfare and is doing everything possible to ensure their children's safety. Parents should also be informed not to contact the school. Contacting the school will block the school's telephone lines when they are needed to communicate with the outside world. Pupils should not be released to parents during a lockdown.

Finally, parents should wait for the school to contact them about when it is safe to collect their children and where this will be from; parents should also be made aware of what will happen if the lockdown continues beyond school hours

Communication

Our school's lockdown procedure will be published and made available on the school's website.

Support for staff and pupils

In the event of a prolonged or particularly challenging lockdown, emergency services, local authorities and voluntary sector organisations will typically work together to coordinate practical and emotional support for those affected by the lockdown events.