

# Kilburn Infant & Nursery School

## **LOCKDOWN PROCEDURES POLICY**

### **Introduction**

Situations where school premises need to operate a lockdown are extremely rare. However, as with any emergency situation, schools are advised to have a procedure in place to deal with this.

Lockdown procedures are a sensible response to any external or internal incident which could prove a threat to the safety of the pupils and/or staff at the school.

As with a fire drill, it is essential that they are practiced appropriately so that all staff know how to react and their roles should it ever have to be activated.

### **Lockdown Procedures**

Lockdown procedures should aim to ensure that staff and pupils are secure and in a safe location relevant to the threat that has activated the procedure, and that they remain in this location until the threat has been dealt with. The procedures should aim to keep disruption to a minimum so learning or activities can carry on with the minimum of disruption thus aiming to keep everyone as calm as possible. This is particularly important to try to reduce any anxiety that may be caused by the activation of the procedure.

### **When Would a Lockdown Procedure Be Activated?**

It is clearly very difficult to prescribe specific circumstances when a lockdown procedure will need to be activated. In some cases, it may be a notification from an external agency such as the emergency services or the county council's emergency planning department that instigates the procedure. In other cases, it may be a judgement call from the most senior person on site reacting to information received from staff/visitors relating to a developing situation. In some cases, it may be a planned response to a particular known circumstance.

However, some examples of when lockdown procedures may be activated are given below:

- A reported incident/civil disturbance in the local community with the potential to pose a risk to staff and pupils
- An intruder on the site (with the potential to pose a risk to staff and pupils)
- A person who is known to the site and known to pose a risk to staff and/or pupils enters the site uninvited
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud) or chemical, biological or radiological contamination
- A major fire close to the site
- A dangerous animal roaming loose in the vicinity of the site

## Lockdown Arrangements

It is not possible to write a generic lockdown procedure as there are a number of variables that are site specific, such as location of site, age of pupils means of raising alarm, site layout and communication systems amongst other factors.

Sites will need to consider having two types of lockdown procedures – **partial lockdown** and **full lockdown**. These will be looked at individually, however the following basic principles should be useful in formulating plans:

- The HT will initiate, manage and conclude the lockdown (or DHT/AHT in their absence) as the 'Lockdown Manager'. They will also be responsible for being the point of communication with emergency services as necessary
- All staff should be aware of their individual roles and responsibilities
- Three short whistles will be our recognised signal
- Sounding the fire alarm should not be the option to instigate the plan as this could lead to people trying to exit the building (the opposite reaction to that required in a lockdown)
- Pupils and staff who are outside the buildings should be brought inside as quickly and calmly as possible
- Those inside the school should remain in place or proceed to an agreed area (as determined at each site)
- Once those outside are in the building, all doors and as necessary windows are locked. Depending on the circumstances, internal doors may also need to be locked
- Blinds and curtains are drawn and windows on internal doors covered
- Agreed communication channels that all staff are aware of are in place for any lockdown activation
- Once in lockdown mode, staff should notify the Lockdown Manager, or someone who is in direct contact, of any pupils not accounted for, and any additional pupils/staff/people in their area (over and above those who would normally be there)
- The Lockdown Manager should ideally locate themselves where they have ready access to all the information necessary to manage the situation
- Staff at all times should reassure pupils and encourage them to remain calm
- The Lockdown Manager should establish communication with the emergency services as soon as possible. They should also alert the County Council emergency planning team
- As necessary, parents should be notified as soon as practicable by the sites established system for communications with parents
- Part of the above communication should inform parents that the pupils will not be released to them during the lockdown and that they should not under any circumstances attend site until they are informed the lockdown is over
- Special consideration will need to be given to vulnerable pupils or those with additional needs.
- Agreed terminology to declare the lockdown over should be in place to avoid any confusion. Only the Lockdown Manager should declare the lockdown over. (This may be after advice from the emergency services where they are involved)

- Once the lockdown is over, this should be communicated to all parents and any external agencies that have been notified
- Ensure a communication system is in place so that staff can be updated on an ongoing situation (e.g. intruder on site) by the Lockdown Manager
- The Lockdown Manager should ensure any groups of staff, and pupils who are away from the site on a visit or activity are notified that a lockdown is in place and that they shouldn't return to the school until they have been notified that the lockdown has been removed

### **If a Fire Alarm Sounds During a Lockdown**

All staff should know what to look for and the basic precautions to take (such as feeling doors and door handles of closed doors with the back of the hand before opening, only opening slightly and staying behind the door while doing this, smoke, etc.). They should also be aware that the alarm may have been set off deliberately by an intruder and so caution will be required.

If a fire is discovered by those searching the area, this will need to be communicated back to the Lockdown Manager at the fire alarm panel, who should re-sound the alarm. The emergency services should be updated and the building evacuated. The Lockdown Manager should indicate where people should evacuate to, and which exits to use if the circumstances of the lockdown event dictate that normal escape route and evacuation points cannot be used.

### **Practicing Lockdown Drills**

As lockdown events are often fast moving events which can develop quickly and change throughout the event, it is important that everyone knows their roles and responsibilities. The lockdown procedure needs to be familiar to everyone. It is therefore advised that the lockdown procedure be practiced regularly (as a minimum at least once per year), and be thoroughly debriefed afterwards. The drill is also a chance to ensure the communication systems work properly and to practice different scenarios.

### **Communication Between Parents and the School**

Parents should be made aware that the school has a lockdown plan and that it will be regularly tested, and whilst schools should never share the full plan with parents, arrangements for communicating with parents in the event of a lockdown should be routinely shared either via newsletter or the site website where one exists.

In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. It is obvious that

parents will be concerned, but regular communication of accurate information will help to alleviate undue anxiety.

Parents should be given enough information about what will happen so that they:

- Are reassured that the site understands their concern for their child's welfare, and that it is doing everything possible to ensure their safety;
- Do not need to contact the site. Calling the site could tie up telephone lines that are required for contacting emergency support providers;
- Do not come to the site. They could interfere with emergency support provider's access to the site and may even put themselves and others in danger;
- Wait for the site to contact them about when it is safe to collect their children, and where this will be from;
- Are aware of what will happen if the lockdown continues beyond normal hours.

The school needs to reassure parents that it understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, it may also be prudent to reinforce the message that 'the site is in a full lockdown situation. During this period, the switchboard and entrances will be unmanned, external doors locked and nobody is allowed in or out'.

Should parents present at the site during a lockdown, under no circumstances should members of staff leave the building to communicate directly with them.

## 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 site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. A reception centre for friends and family could be set-up outside of the cordoned area.

## Specific Lockdown Types:

### 1 – Partial Lockdown

Alert to staff to communicate: 3 whistles “Partial lockdown!”

In a partial lockdown, staff and pupils/young people should remain in the building and all doors leading outside should be locked. No one should be allowed to enter or

leave the building; however, teaching, activities and work can continue as usual. 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 building should they leave it. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

#### Immediate action

- All outside activity to cease immediately, pupils and staff return to building
- All staff and pupils remain in the building and external doors locked and windows closed and where possible locked
- Free movement may be permitted within the building dependent upon circumstances
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off
- Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants
- Staff should await further instructions

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. Inform the County Council's Emergency Planning Team.

A 'partial lockdown' may also be a precautionary measure, but puts the site in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

## 2 – Full Lockdown

Alert to staff to communicate: **3 whistles “Full lockdown!”**

This signifies an immediate threat to the site and may be an escalation of a partial lockdown. The aim of a full lockdown is for the site and its rooms to appear empty.

#### Immediate action

- All pupils and staff stay in their room or move to the nearest room
- Office staff should remain in their office
- External doors locked. Room doors locked (where a member of staff with key is present)
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in)
- Pupils and staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets/thrown objects go through glass,

brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls, corners of the room furthest away from a door or if no alternative under desks)

- Lights, smartboards and computer monitors turned off
- Mobile phones turned off (for staff who may need their phones to receive/send messages to the Lockdown Manager they must be turned onto silent so they cannot give away your position (see information on communication below)
- A register to be taken of all pupils/young people and staff in each room/office
- Communicate register of pupils and staff to the School Office
- Staff should await further instructions

Staff and pupils remain in lockdown until it has been lifted by the Lockdown Manager. If at any point during the lockdown, the fire alarm sounds the procedure for fire alarms sounding during a lockdown is followed.

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

## Communication

- Where staff have access to an internal email system, they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet
- School 'Whatsapp' Lockdown group. This can be used to communicate instructions via text message in an emergency if there is a phone signal access to smartphones and a group chat could be established
- Internal phone system to be used if appropriate

## Appendix 1: 'Run, Hide, Tell': the Stay Safe principles – information sheet for staff

### Links with additional school policies

All policies of Kilburn Infant & Nursery School are reviewed and adopted by the Governing Body on a three-year cycle. All policies are available to view on request to the Head teacher, and some policies are sent out annually to parents/carers.

Many policies, practices and procedures are inter-related, including:

Accessibility; Administering Medicines; Admissions; Anti-bullying; Arts; Asthma; Assessment; Behaviour; Behaviour Principles; Breast Ironing; British Values; CCTV; Charging; Child on Child abuse; Child Protection; Code of Conduct; Complaints; Confidential Reporting Code; Critical Incident Management Plan; Curriculum; Data

Protection; Debt Management; Disciplinary Procedure for School Staff; Dinner Money; Disability; Drugs; Educational Visits; Exclusion; External Contributors; Extremism & Radicalisation; EYFS; First Aid; Financial Regulations; Financial Procedures; Food; Freedom of Information; Governors' Expenses; Grievance; Health & Safety; Homework; Home + School Agreements; Intimate/Personal Care; IT & Disaster Recovery; Lockdown Procedures; Looked After Children; Managing Allegations; No Smoking; Online Safety; Pay; PSHE; Physical Intervention; Promoting British Values; Protected Characteristics; Private Fostering; Recruitment; Redundancy; Relationship, Sex & Health (RSHE); School Privacy Notice; School Travel Plan; SEN; SMSC; Statement of Internal Control; Stress Management; Supporting Pupils with Medical Conditions; Teacher Appraisal; Uniform & Appearance; Vexatious Complaints; Violence; Violent & Abusive Visitors; Zero Tolerance

### **Dissemination, Responsibility & Reviews**

All relevant members of staff and the school community will receive a copy of this policy. Policy reviews/amendments will include statutory changes, and school community feedback and ideas.

The Head teacher and relevant staff will keep up to date with developments in this area by attending all relevant training, accessing literature, and cascading information to the school community.

J. Baillie  
Head teacher

Policy reviewed by Governors: **Summer 2024**