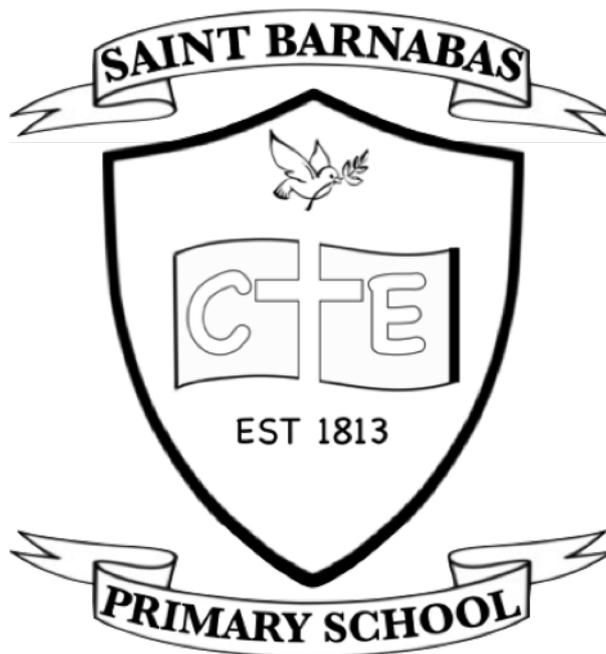


ST BARNABAS C OF E PRIMARY SCHOOL

Lockdown Procedure



"We encourage one another and build each other up, to be our best selves."

Proposed by: Melanie Bourne

Date Proposed: 29th March 2023

Date Accepted:

Review Date: Spring Term 2026

Signed by Chair of Governors:

Lockdown Procedure

This policy contains confidential information.

Overview

This policy considers the need for robust and tested school lock down procedure and should be 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 school. We will aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lock down procedures may be activated in response to any number of situations, but some 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)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose.

Strategies:

We have included the following basic principles in our plan:

- Staff will be alerted to the activation of the plan by a recognised signal, audible throughout the school.
- Pupils who are outside of the school buildings are brought inside as quickly as possible.
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing)
- Staff should encourage the pupils to keep calm.
- As appropriate, the school should establish communication with the Emergency Services as soon as possible
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded.
- Staff should await further instructions.

Stakeholder Due Diligence

SLT will ensure, through drills and table-top exercises that all staff are familiar with Lockdown procedures:

- Annual drills
- Bi-annual SLT table-top exercises
- Lockdown plan will be shared with parents/carer via website.
- Procedures will be ratified by the governing body every two years.
- Produce a flowchart of procedure for classroom display.

Lockdown Arrangements:

Partial Lockdown

Partial lockdown will be activated 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 if they leave the premises. It may also be as a result of a warning being received regarding the risk of air pollution, etc. **During partial lockdown free movement within buildings is acceptable.** '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.

- Staff will be alerted of a lockdown being in place either via the telephone system, inter comm system or the lock down alarm system (dial 600 from any phone in the building and leave the line open). This will be decided once the urgency of the situation is evaluated by the Head Teacher or DHT.
- Head Teacher/DHT/Deputy DSL/Business Manager/Senior Office Assistant to make contact with the emergency services.
- Head Teacher and Deputy Head Teacher (in their absence Deputy DSL/Business Manager/Senior Office Assistant) to risk assess the situation.
- Office Staff/Deputy DSL/Business Manager to make contact with parents following instruction by the Head Teacher/DHT.

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.
- The front door to the foyer will be locked.
- Registers taken – teachers to alert office to missing pupils.
- Office staff confirm safety of non-staff members/non-pupils.
- Senior staff/class teachers to ensure all external doors are closed.
- Free movement **may be permitted** within the building dependent upon circumstances.
- All situations are different, once all staff and pupils are safely inside, SLT will conduct an ongoing and dynamic risk assessment based on the advice from the Emergency Services. This can then be communicated to staff and pupils.
- 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.
- Staff should await further instructions.

Full Lockdown

This signifies an immediate threat to the school and may be an escalation of a partial lockdown or as a reaction to a high- level incident.

- Staff will be alerted of a lockdown being in place either via the telephone system, inter comm system or the sounding of the alarm system (dial 600 from any phone in the building and leave the line open). This will be decided once the urgency of the situation is evaluated by the Head Teacher or DHT).

- HT/DHT/Deputy DSL/Business Manager/Senior Office Assistant to make contact with the emergency services.
- Head of School and Deputy Head Teacher (in their absence Deputy DSL/Business Manager/Senior Office Assistant) to risk assess the situation.
- Office Staff/Deputy DSL/Business Manager to make contact with parents following instruction by the HT/DHT.

Immediate action:

- All indoor/outside activity to cease immediately, pupils and staff return to building/classrooms.
- All staff and pupils remain in building and all doors and windows locked (this includes classroom doors)
- Windows secured (including internal windows), blinds drawn, pupils sit quietly out of sight (e.g under desk or around a corner) Staff to advise pupils that there is a hurricane forecast.
- The front door to the foyer will be locked.
- Office staff to relocate with laptop and phone to DHT office 'nook'.
- Senior Management to oversee lockdown.
- Registers taken – teachers to alert office to missing pupils.
- Office staff confirm safety of non-staff members/non-pupils.
- Senior staff/class teachers to ensure all external doors are closed.
- All situations are different, once all staff and pupils are safely inside, SLT will conduct an ongoing and dynamic risk assessment based on the advice from the Emergency Services. This can then be communicated to staff and pupils.
- 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.
- Staff and pupils remain in lock down until it has been lifted by a member of SLT.
- At any point during the lockdown, the lock down alarm may sound which is a cue to evacuate the building following normal fire drill procedures.
- Staff should await further instructions.
- During the lockdown, staff will keep agreed lines of communication open and **will not make unnecessary calls to the office or other classrooms** as this could delay more important communication.
- Examples of discreet communication channels are:
 - Where staff have access to an internal e-mail system then they could access their account and await further instruction. In practical terms, staff need to be familiar with accessing their account through a variety of means e.g laptop, smartphone or tablet
 - As a school that uses 'Parentmail' then staff will be put into a defined user group. This could then be used to communicate instructions via text message in an emergency.
 - **Mobile phone calls/outside communications are prohibited during a full lockdown**

Communication between parents/stakeholders and the school

The School's lock down procedures, especially arrangements for communicating with parents will be routinely shared with parents by the newsletter and the school website. In the event of an actual

lockdown, any incident or development will be communicated to parents as soon as is practicable. 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 school understands their concern for their child's welfare, and that we are doing everything possible to ensure their safety.
- Do not need to contact the school. Calling the school could tie up the 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 them to come to collect their children, and where this will be from.
- This will be done via Parentmail. The message should read:
'St Barnabas C of E Primary School is in a lockdown situation. Please be reassured that we are doing everything we can to ensure the safety of your children. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out. Please do not telephone the school as phone lines need to be kept open for the emergency services. Please do not attend the school until instructed to do so. Further information will be sent by Parentmail when we have it. Thank you'

Communication to other stakeholders

- When safe to do so office/senior staff should contact School and Governor support on 0121 464 3174 and advise them of the situation
- Where the incident may have wider impact than just on the school itself BCC Resilience team should be contacted on 0121 303 4825.

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 lock down. Emergency services will support the decision of the Head of School regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Birmingham City Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for family members outside of the cordoned off area.

Conclusion

No policy will ever cover every eventuality, but hopefully with this plan, everyone will be as prepared as possible should a lockdown situation ever arise. The more preparation that has taken place the greater the chance is that there will be less panic, enabling staff to protect the children in their care to the best of their ability.

Lockdown Protocol

Full or Partial Lockdown Indicated
(Dial 600 from any phone)

Full Lockdown

Return to classrooms

Lock all doors and windows and
close all blinds.

Take register and report any
missing people to the office.

Hide out of sight (under tables or
round corners)

Remain calm – advise pupils a
hurricane is forecast.

Stay quiet and do not attempt
any form of communication

Await further instructions.

Partial Lockdown

Close all windows and external
doors

Take register and report any
missing people to the office.

Continue as normal but DO NOT
LEAVE THE BUILDING YOU ARE IN

Await further instructions.