

St Laurence Church Infant School

Lockdown Procedure



Approved by: Finance Staffing and Site
Committee
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LOCKDOWN PROCEDURE for St Laurence Church Infant School

As a rights respecting school, adults (duty bearers) must protect children (rights holders) from harm. ([UNCRC](#) Article 19)

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. Our procedures 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)
- In instances, including domestic breakdowns, where estranged parties are attempting to abduct pupils.
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- In an extreme weather event causing the pupils to be at risk.
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

1 Partial Lockdown

Alert to staff: 'Partial lockdown'

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.

Immediate action:

All outside activity to cease immediately, pupils and staff return to building.

Any staff outside with children who identify a threat should return to building with the children quickly and calmly.

In the event of the need for a partial lockdown staff on playground duty or working outside with children will be verbally informed.

Staff on playground duty will blow a long continuous blast on a whistle and guide children into building through nearest classroom door.

All staff and pupils remain in building and external doors and windows locked.

Free movement may be permitted within the building dependent upon circumstances.

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. '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.

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.

2 Full Lockdown

Alert to staff: 'Full lockdown'

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

Teachers will direct pupils inside, by the nearest door.

All outside activity to cease immediately, pupils and staff return to building.

Any staff outside with children who identify a threat should return to building with the children quickly and calmly.

In the event of the need for a full lockdown staff on playground duty or working outside with children will be verbally informed.

Staff on playground duty will blow a long continuous blast on a whistle and guide children into building through nearest classroom door.

Teachers and administration staff will ensure all exterior doors are locked.

All windows will be secured and blinds closed.

Teachers will reassure pupils throughout.

Register taken -the office will contact each class in turn for an attendance report.

Pupils will be directed away from doors and windows.

Pupils will sit quietly out of sight (eg under desk or around a corner)

Nobody will be allowed in or out of any building for the duration of the lockdown.

At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

Staff and pupils remain in lock down until it has been lifted by a senior member of staff /emergency services.

The Headteacher, Deputy Head or School Business Manager will circulate to announce an 'all clear'.

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.

Examples of discreet communication channels might be:

- Where staff have access to an internal e-mail system then 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 eg laptop, smartphone or tablet.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, should be routinely shared with parents either by newsletter or via the school website. 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 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 your children, and where this will be from

The communication with parents' part of the plan needs to reassure parents that the school 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 '..the school is in a full lockdown situation. During this period the switchboard 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. Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.