

# St Laurence Church Infant School

## Lockdown Procedure



Approved by: Whole Governing Board  
Last revised on: June 2024  
Next review due by: June 2025

## **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

### **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:**

In the event of the need for a partial lockdown staff on playground duty or working outside with children will be verbally informed with the phrase "partial lockdown". and by the signal of a series of 3 blasts on the whistle followed by a pause in a repeating pattern. Staff hearing the whistle blast will join in to amplify the sound.

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

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

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 by a senior member of staff.

'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.

### **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:**

In the event of the need for a full lockdown staff on playground duty or working outside with children will be alerted by the blowing of the whistle and the words "full lockdown".

Staff on playground duty will blow a long continuous blast on a whistle and guide children into building through nearest classroom door. Staff hearing the whistle blast will join in to amplify the sound.

Teachers and administration staff will ensure all exterior doors are locked, all windows will be secured and blinds closed.

Internal classroom doors will be locked using the key hung on the hook to on the upper right-hand corner of each door frame

Teachers will reassure pupils throughout.

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

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 bursar will circulate to announce an 'all clear' using a code word.

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 will be through the e-mail system, accessed through classroom PC, laptop, tablet or smart phones. There is also a staff WhatsApp group for official notices which can be used.

### **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

***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

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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.

### **Lockdown Drill**

The lockdown procedures will be practiced at least once per academic year.