



Safeguarding: Full & Partial Lockdown Policy and Procedures

Written March 2018/Ratified June 2018/updated Jan 2019/March 2019/January 2020

Lockdown rationale

Lockdown is the ability to quickly restrict access and egress to our school building through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing attackers accessing a site (or part of) or other perceived threats to the school population.

Notification of Full Lockdown

Staff will be notified that **full lock down** procedures are to take place immediately on hearing a 2 second on, two second off siren (as opposed to the continuous fire alarm siren).

Procedures:

Follow the **CLOSE** procedure:

- Close all windows and doors
 - Lock up and put shutters down
 - Out of sight and minimise movement
 - Stay silent and avoid drawing attention
 - Endure. Be aware you may be in lock down for some time
1. Children in the playground or outside the building on the above siren will immediately enter the building and will be ushered into a safe area. All staff not with children must help this process.
 2. Staff will lock classrooms, offices, connecting doors and all outside doors/ shutters, where possible, to keep children and themselves safe.
 3. Leadership, Office and Site staff should bring down all shutters around school where possible. **UNTIL THE SHUTTER SWITCH IS RE-SITED AND IF UNABLE TO SAFELY CLOSE THE OUTSIDE SHUTTER AND RE-ENTER SCHOOL THROUGH THE HALL, OFFICE STAFF SHOULD MOVE INTO SBM OR UPSTAIRS OFFICES, LOCKING THE OFFICE AND INTERNAL DOORS.**
 4. Kitchen staff must lock the external door, corridor door and bring shutters down in the office and kitchen area.
 5. Children in classrooms on the full lock down siren, will remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened

where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones must put on silent mode.

6. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.
7. Class teachers/adults will make an attendance list that details missing or extra pupils.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

1. Staff to support children in keeping calm and quiet.
2. Staff to remain in lock down positions until informed by key staff e.g. Strategy Team, or Office Staff in person and/or by the emergency What's App system, that there is an all clear. If you are unsure – stay in lock down until key staff inform you otherwise.
3. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the Headteacher immediately of any pupils not accounted for.

Staff Roles:

1. SBM/Office staff ensure the office is locked and police called if necessary. It may be necessary to move upstairs to the Head/Deputy room with an outside line.
2. Leadership/Admin/Site staff to close all shutters around school if possible.
3. EYFS shut and lock all external doors to classes and close shutters (when switch has been moved to inside the classroom)
4. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors, if possible.
5. If during full lockdown, the fire alarm sounds – do not leave the building unless you are in immediate danger from fire or smoke.

Communication with parents

If necessary parents will be notified as soon as it is practical to do so via the school's established communication network - text

Parents will be told by text, for example:

'..the school is in a full lockdown situation. External doors are locked and nobody allowed in or out. DO NOT ring or approach school until you have an All Clear message.

And on the website, for example:

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. DO NOT ring or approach school until you have an All Clear message.

DO NOT RING THE SCHOOL, WE NEED THE EXTERNAL LINES FOR THE EMERGENCY SERVICES

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.

If the end of the day is extended due to the lock down, parents will be notified, where possible and will receive information about the time and place pupils can be picked up from office staff, or emergency services.

TEC

Headteacher or office staff to set off panic button to sound in the TEC. Signage (x3) will inform them what to do to lock down.

If lockdown situation occurs in the TEC, they need to lockdown and ring school to set off the lockdown system in school.

Notification of Partial Lockdown

Staff will be notified that partial lock down procedures are to take place immediately on hearing **3 short blasts on a whistle, repeated around the school site**. This will be repeated around the school site, as necessary and where possible.

- Outside activity must cease and pupils and staff return to the main school building
- Strategy team will conduct an ongoing risk assessment of circumstances
- Teachers **must make attendance lists** of pupils in the room and missing and extra pupils
- If, during a partial lockdown, the fire alarm sounds, you should evacuate only if told to do so by Strategy/Office/SBM/SLT or are in immediate danger of fire or smoke.

Staff Roles:

- SBM/Office staff ensure the OFFICE AND INTERNAL door is locked. Head/Deputy/site supervisor lock/check the school's other front doors and entrances are secure. AHT/Inclusion Manager/SLT lock back doors.
- EYFS lock all external doors to classes
- Individual teachers/ TAs close windows. Nearest adult to check exit doors, if possible.

Communication with parents

If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network - text

Parents may be told, for example:

'..the school is in a partial lockdown situation due to..... During this period, external doors are locked and nobody allowed in or out. DO NOT ring or approach school until you have an All Clear message.

Communication with parents after the event

A letter to parents will be sent home on the nearest possible day following any lockdown incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Children and staff outside school

Any children in the playground, forest school etc. must enter the school or TEC building as quickly as possible.

Children returning from trips or swimming

Staff will be contacted by telephone and will go to Bare Trees Primary School.

Lock down drills

Lockdown practices will take place at least twice a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement, or to identify required improvements.

Review

This policy will be shared with all staff, middays, cleaners, kitchen staff and Governors and displayed on the Safeguarding board.

Parents will be informed of the contents by letter.

This policy will be added to the school Critical Incident Plan.

This policy and procedures will be reviewed annually as a part of the School's Safeguarding - Health and Safety procedures.

Full Lockdown Plan A

Management and Control Plan A	
Nominated person	Responsibility
Headteacher/SBM/Office	Initial contact with the emergency services/LA
Deputy Headteacher/Office	Liaison with parents
Teachers	Pupil control and security
Signal for lockdown	2 second on, 2 second off siren
Signal for all-clear	In person from a member of the Strategy/Health & Safety team and/or What's APP
Lockdown	All staff to keep all children and themselves safe and be proactive with dangerous situations.
Specified assembly points	Classrooms, Offices, School Hall
Entrance points	Main School Entrance 2 front entrances, 6 back entrances, 2 side entrances, TEC entrance
Communication arrangements	Telephone System /Mobile phones / text / first class email/ Whats APP

Check list Full Lockdown Plan A

Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are inside.	<input type="checkbox"/>		
2.	Secure all entrance points to the school. 10+ main entrance and TEC entrance (12)	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>		
4.	Tell staff members to take action to increase protection from further danger: <ul style="list-style-type: none"> • Block access points. • Sit on the floor, under tables or against the wall. • Keep out of sight and close blinds/shutters, to avoid detection. • Put mobile phones on silent • Turn off lights and computers. • Stay away from windows and doors. • DO NOT EVACUATE IF FIRE ALARM SOUNDS UNLESS IMMEDIATE DANGER 	<input type="checkbox"/>		
5.	Ensure that all pupils and staff are aware of an exit point (shared areas/corridor to other rooms, areas in school or external doors) in case an intruder manages to gain access or the room becomes unsafe.	<input type="checkbox"/>		
6.	Check for missing or injured staff and pupils if it is safe to do so.	<input type="checkbox"/>		
7.	Remain inside the classroom until informed as above or told to evacuate by the emergency services.	<input type="checkbox"/>		

Partial Lockdown Plan B

Management and Control Plan B	
Nominated person	Responsibility
Headteacher/SBM/Office	Initial contact with the emergency services/LA
Deputy Headteacher/Office	Liaison with parents if necessary
Teachers	Pupil control

Signals	
Signal for lockdown	3 short blasts on a whistle repeated as necessary
Signal for all-clear	First class/text from HT/DHT/School text service/What's APP/Verbal by Strategy/Health & Safety team

Partial Lockdown	All staff to ensure children are inside the building.
Specified assembly points	Classrooms, Offices, School Hall
Entrance points	Main School Entrance 2 front entrances 6 back entrances, 2 side entrances
Communication arrangements	Telephone System, Mobile phones / text / first class email/What's APP

Check list Partial Lockdown Plan B				
Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are inside.	<input type="checkbox"/>		
2.	Secure all entrance points to the school.	<input type="checkbox"/>		
3.	Dial 999 for emergency services if required.	<input type="checkbox"/>		
4.	Tell staff members to take action to increase protection from further danger: <ul style="list-style-type: none"> • Not opening doors unless All Clear • Make attendance list – showing extra children or missing children FIRST AND LAST NAMES 	<input type="checkbox"/>		
5.	Exit, if told to do so, with caution if fire alarm sounds	<input type="checkbox"/>		
6.	Check for missing staff members and pupils if it is safe to do so.	<input type="checkbox"/>		
7.	Do not leave the school site unless given the All Clear by Strategy/Health & Safety team.	<input type="checkbox"/>		

Example letter to be sent out initially to inform parents and then reviewed and sent out annually.

Dear parent/carer,

Re: Enhancing safety in our school

At Burnley Brow we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process we practice fire drills and lockdown procedures regularly.

What is a lockdown and when would we carry it out?

A lockdown procedure is a Safeguarding health and safety procedure, similar to a fire drill.

Our lockdown procedure would be used when there is a threat to the safety of pupils, staff and others in the school, and when it is safer for everyone to remain in school, rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

Our procedure

Our lockdown procedure is as follows:

- *People in school will be notified that it is in full lockdown by an alarm tone, or partial lockdown by 3 short blasts of a whistle (repeated)*
- *Pupils will move immediately inside, to their own, or the nearest classroom*
- *The school will make attendance lists where possible*
- *School will secure doors and windows, draw blinds and shutter the external entrances, where possible*
- *Emergency services will be contacted*

Full lockdown will mean that you cannot collect your children until you are informed that you are able to do so. ***PLEASE DO NOT RING THE SCHOOL AS THIS USE TELEPHONE LINES THAT WE NEED FOR EMERGENCY SERVICES.***

Partial lockdown means that external activities will cease and children and staff will stay in school until safe to exit.

Instructions for parents in the event of a lockdown

- *Parents will be informed that the school is in lockdown via the school's text messaging service and posted on the website*
- *Parents should not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services*
- *Parents should not discuss the event on social media, as this may spread false information and create panic*
- *If the lockdown continues beyond school hours, we will attempt to contact you but this is dependent on the situation*

Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe, and will emphasise that practising procedures like this will make sure the school remains a safe place to learn.

I must stress again this is simply a practice, so that in the unlikely event of such a situation, our pupils and staff are fully prepared.

If you have any further concerns or questions, please do not hesitate to contact the school on **info@burnleybrow.oldham.sch.uk**

Yours sincerely