



## Safeguarding: Full & Partial Lockdown Policy and Procedures

*Written March 2018/Ratified June 2018/updated Jan 2019/March 2019/January 2020/May 2021/Dec 2021/November 2022*

*Review Date: November 2023*

### **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 lockdown** procedures are to take place immediately on hearing a male voice through the speaker system saying, 'Emergency Full Lockdown'.

### **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 hearing the above warning 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. Strategy Team, Office and the Site Manager should bring down all shutters around school where possible.
  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 hearing the full lockdown warning, 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, Smartboards and computer monitors must 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 the 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 lockdown 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 lockdown teachers return to their classrooms and conduct a register and notify the Headteacher immediately of any pupils not accounted for.

**Staff Roles:**

1. Office staff to ensure the office is locked and the police are called if necessary. It may be necessary to move upstairs to the Head/Deputy room with an outside line.
2. Strategy Team/Office Staff/Site Manager to close all shutters around school if possible.
3. EYFS staff are to shut and lock all external doors to classes and close the shutters.
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 by text, as soon as it is practical to do so via the school's established communication network.

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 unmanned, 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 lockdown, 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 will inform them what to do to lockdown.

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 lockdown procedures are to take place immediately on hearing a female voice saying, 'Partial lockdown. Please remain in, or return to the school building'.

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, no one should evacuate unless told to do so by a member of the Strategy Team/Office Staff/SLT or if there is an immediate danger of fire or smoke.

### **Staff Roles:**

- Office staff ensure the OFFICE AND INTERNAL door is locked. Head/Deputy/Site Manager lock/check the school's other front doors and entrances are secure. AHT/ /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 by text as soon as it is practical to do so via the school's established communication network.

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.'***

And on the website, 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.

### **Lockdown drills**

Lockdown practices will take place at least once 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				
<b>Nominated person</b>	<b>Responsibility</b>			
Headteacher/Office	Initial contact with the emergency services/LA			
Deputy Headteacher/Office	Liaison with parents			
Teachers	Pupil control and security			
<b>Signal for lockdown</b>	'Emergency Full Lockdown' through speaker system			
<b>Signal for all-clear</b>	In person from a member of the Strategy Team/Office Staff and/or What's APP			
<b>Lockdown</b>	All staff to keep all children and themselves safe and be proactive in dangerous situations.			
<b>Specified assembly points</b>	Classrooms, Offices, School Hall			
<b>Entrance points</b>	Main School Entrance 3 front entrances, 6 back entrances, 2 side entrances, TEC entrance			
<b>Communication arrangements</b>	Telephone System /Mobile phones / text / Office 365 email/ What's 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. 11 entrances 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"> <li>• Block access points.</li> <li>• Sit on the floor, under tables or against the wall.</li> <li>• Keep out of sight and close blinds/shutters, to avoid detection.</li> <li>• Put mobile phones on silent</li> <li>• Turn off lights, computers and smartboards.</li> <li>• Stay away from windows and doors.</li> <li>• DO NOT EVACUATE IF FIRE ALARM SOUNDS UNLESS IMMEDIATE DANGER</li> </ul>	<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	
<b>Nominated person</b>	<b>Responsibility</b>
Headteacher/SBM/Office	Initial contact with the emergency services/LA
Deputy Headteacher/Office	Liaison with parents if necessary
Teachers	Pupil control

Signals	
<b>Signal for lockdown</b>	'Partial lockdown. Please remain in, or return to the school building' through speaker system
<b>Signal for all-clear</b>	Office365/text from HT/DHT/School text service/What's APP/Verbal by Strategy/Office Staff

<b>Partial Lockdown</b>	All staff to ensure children are inside the building.
<b>Specified assembly points</b>	Classrooms, Offices, School Hall
<b>Entrance points</b>	Main School Entrance 3 front entrances 6 back entrances, 2 side entrances, TEC entrance
<b>Communication arrangements</b>	Telephone System, Mobile phones / text / Office 365 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"> <li>• Not opening doors unless All Clear</li> <li>• Make attendance list – showing extra children or missing children FIRST AND LAST NAMES</li> </ul>	<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/Office Staff	<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 through the school's speaker system. It will be a male voice 'Emergency Full lockdown', or partial lockdown by a female voice 'Partial lockdown please remain in or return to the school building.'*
- *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 USES 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 via the school 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