



Safeguarding: Full & Partial Lockdown Policy and Procedures

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Review Date: January 2025

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.

Full Lockdown

Staff will be notified that **full lockdown** procedures are to take place immediately on hearing a male voice through the speaker system repeating; 'Emergency Full Lockdown'.

Procedures:

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 first lock all outside doors/shutters, to keep children and themselves safe then lock classrooms, offices and connecting doors.
3. All staff should bring down shutters around school including the hall.
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.

Note: You will listen for children or staff who have been locked out of classrooms and need to be brought inside.

Once all external doors and windows are shut, locked and/or shuttered. **NO ONE SHOULD MOVE ABOUT THE SCHOOL.**

Staff to support children in keeping calm and quiet.

1. Staff to remain in lockdown positions until informed by key staff e.g. Strategy Team, or Office Staff in person and/or by the What's App system, that there is an all clear. If you are unsure – stay in lock down until key staff inform you otherwise.
2. As soon as possible after the lockdown has ended, 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, check the hall, and the police are called if necessary. It may be necessary to move upstairs to the Head's room with an outside line.
2. All staff to close all shutters around school.
3. EYFS staff are to shut and lock all external doors to classes and close the shutters.
4. Teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check that the exit doors are fully locked.
5. If during full lockdown, the fire alarm sounds – do not leave the building unless you are in immediate danger from fire or smoke.

Summary of full lockdown to aid memory;

Follow the **CLOSE** procedure:

- **C**lose all windows and doors
- **L**ock up and put shutters down
- **O**ut of sight and minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure. Be aware you may be in lock down for some time

Communication with parents

Parents may be told by text and on the website for example:

'The school is in full lockdown. Nobody is allowed in or out. DO NOT ring or approach school until you have an All-Clear message.'

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.

Training and Education Centre (TEC)

If a full lockdown situation occurs in the TEC or the grounds of the TEC, the course leader and the delegates need to ensure that the front door is locked and that the window shutters are down. The shutter switch can be found near the entrance to the room by the light switches. The course

leader must then contact the office. The course leader and delegates should sit out of possible sightlines.

If a partial lockdown occurs, the course leader will close all windows, contact the office and will carry on the course as normal.

If a lockdown occurs in the main building of school, the office will contact the TEC by telephone. The course leader and delegates will then follow the above the procedure.

Partial Lockdown

Staff will be notified that partial lockdown procedures are to take place immediately on hearing a female voice repeating, 'Partial lockdown. Please remain in, or return to the classroom.'

Outside activity must cease and pupils and staff return to the main school building.

- All staff must close windows. Classroom doors can remain open.
- Teachers **must make attendance lists** of pupils in the room and missing and extra pupils.
- Carry on teaching as normal.
- 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.
- Strategy Team will conduct an ongoing risk assessment of circumstances.

Staff Roles:

- Office staff ensure the office and internal door is locked and check that the hall is secure. 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
- Teachers/ TAs close windows. Nearest adult to lock exit doors.

Communication with parents

Parents may be told by text 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				
Nominated person	Responsibility			
Headteacher/Office	Security. Initial contact with the emergency services/LA			
Deputy Headteacher/Office	Security. Liaison with parents			
Teachers	Pupil control and security			
Signal for lockdown	'Emergency Full Lockdown' through speaker system TEC: telephone call from Course Leader to main office (vice versa)			
Signal for all-clear	In person from a member of the Strategy Team/Office Staff and/or What's APP			
Lockdown	All staff to keep all children and themselves safe and be proactive in dangerous situations.			
Specified assembly points	Classrooms, Offices, School Hall, TEC meeting rooms			
Entrance points	Main School Entrance 3 front entrances, 6 back entrances, 2 side entrances, TEC entrance			
Communication arrangements	External landline/Mobile phones / text for HT/DHT School text service/ Office 365 email/ What's APP/Verbal by Strategy/Office Staff/			
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) Office staff to check if TEC building is being used and contact them	<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, computers and smartboards. • 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	Security. Initial contact with the emergency services/LA
Deputy Headteacher/Office	Security. Liaison with parents if necessary
Teachers	Security and pupil control

Signals	
Signal for lockdown	'Partial lockdown. Please remain in, or return to the classroom' through speaker system, TEC: telephone call from Course Leader
Signal for all-clear	Office365/text from HT/DHT/School text service/What's APP/Verbal by Strategy/Office Staff

Partial Lockdown	All staff to ensure children are inside the building and external doors are locked and windows are closed
Specified assembly points	Classrooms, Offices, School Hall
Entrance points	Main School Entrance 3 front entrances 6 back entrances, 2 side entrances, TEC entrance
Communication arrangements	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. 11 entrances and TEC entrance (12) Office staff to check if TEC building is being used and contact them	<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 external 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/Office Staff	<input type="checkbox"/>		

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

Dear Parents/Carers,

Re: Safety in our school

At Burnley Brow we continue to review our safeguarding procedures, considering even those events that are very unlikely to occur. As part of this process, we have two lockdown procedures. We will practice both procedures annually.

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

A lockdown procedure is a Safeguarding health and safety procedure where we come inside or stay inside the building and lock all entrances.

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

Full lockdown procedures are:

- • People in school will be notified that it is in full lockdown through the school speaker system. It sounds a male voice which says, '**Emergency full lockdown**'.
- • Any Pupils and staff outside will immediately return to the building.
- • All entrances will be locked and shuttered, blinds will be closed, and adults and children will stay behind locked doors, where possible.
- • Staff will make attendance lists where possible
- • Emergency services will be contacted

Partial lockdown procedures are:

- • People in school will be notified that it is a partial lockdown through the speaker system. It sounds a female voice which says, '**Partial lockdown please remain in, or return to your classroom**'.
- • All external activities will cease, and children and staff will stay in school until safe to exit.
- • Lessons and normal school life will continue inside the school building.

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 when possible
- • 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.

If you have any further concerns or questions, please do not hesitate to contact the school.

Yours sincerely,

Hire Agreement:

1. The hirer must complete a booking form detailing all requirements. This form must be submitted to the school for approval. The booking is not confirmed until approval has been given by the school.
2. The person signing the application form shall be considered the hirer and must be over 18 years of age.
3. The maximum number of delegates is generally 25. However, this number can be modified upon request depending upon seating/table requirements.
4. An invoice will be sent up to 28 days in advance.
5. Should you wish to cancel the booking following signature of this form then there is a fee of 50% of the booking cost if the cancellation is within 1 week of the date of the hire of the room.
6. The use of blue tac on walls is prohibited.
7. Any additional cleaning costs that may be incurred following the booking will be invoiced to the hirer.
8. The premises will only be used for the event described in the booking form.
9. Prices are £150 per day (£100 half day, £40 per hour) for the room hire including all equipment (projectors etc) for one classroom or £250 per day (£175 half day, £60 per hour) for exclusive use (2 classrooms). **Agreements with Oldham Council employees or regular hirers for a reduced rate will be negotiated. Refreshments/buffet lunches are negotiated individually based on requirements and are subject to an additional charge.**
10. Photocopying will be charged at 10p per copy for black and white and 20p per copy for colour, for A4.
11. The hirer warrants to the Governing Body that it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons and/ or loss of or damage to property, including the hired premises. The hirer must produce the appropriate certificate of insurance cover before lettings can be confirmed.
12. Neither the school, nor the Local Authority will be responsible for any injury to persons or damage to property arising out of the letting of the premises. Any damage caused deliberately or by negligence must be paid for.
13. The hirer will be responsible for ensuring that all activities take place in a safe manner. The letting must be correctly supervised by the Hirers who will undertake to pay for any damage caused by their use of the premises and are responsible for their own third-party liability cover.
14. The behaviour and safety of persons on the premises for the booking are the responsibility of the hirer.
15. All users must remember that the Training & Education Centre is on the site of a primary school and must conduct themselves in a professional manner. This means behaving in a way appropriate for a school-student environment - for example, no smoking anywhere on the site.
16. Users are asked to familiarise themselves with the fire evacuation and lockdown procedures which are displayed in rooms and communal areas. A copy of these procedures has also been sent with this hire agreement.
17. Any accidents or medical emergencies should be reported to the main school reception, however minor. It is the hirer's responsibility to make their own first aid arrangements. There is a first aid kit in the kitchen of the Training & Education Centre.
18. The room should be left in a clean and tidy state and all equipment must be put back after use.
19. For Health and Safety purposes, all users are required to fill in the Visitors Book on arriving at the Training & Education Centre and sign-out again when leaving.

20. Parking onsite is for **staff only** and is limited on numbers. Please inform delegates that off street parking is available.
School health and safety procedures in the car park must be adhered to. The car park gates will be closed between the hours of **8.35 – 9.10am** and **3.15 - 3.30pm**. The gate will not be opened during this time. The gates are also closed 11:40 – 12 and 12:10- 12:30pm. The hirer is to report to the main school reception on the day of the booking before the letting commences and again when they are leaving the site.
21. The hirer is to report to the main school reception on the day of the booking before the letting commences and again when they are leaving the site.

Training & Education Centre

GENERAL EMERGENCY PROCEDURES

FIRE EVACUATION – Training and Education Centre

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Anyone discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm **using the fire button in the reception area** and notify the **School Reception by dialling 0** informing them of the exact location of the fire.

FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Delegates may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
NB. Please make yourself familiar with the firefighting equipment

ON HEARING THE FIRE ALARM:

- All occupants of building must respond to alarm activations
- The fire alarm is a **high-pitched siren**.
- **Course Leader** will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- **School** will **DIAL 999** as necessary.
- **Course Leaders** will supervise the evacuation delegates/visitors to the designated assembly point.

ASSEMBLY POINT: Bike shelter unless told otherwise by a Fire Warden.

SCHOOL TELEPHONE NUMBER: 0161 770 3137

A calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

LOCKDOWN PROCEDURES– Training and Education Centre

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 dangerous areas and either preventing attackers accessing a site (or part of) or other perceived threats to the school population.

In a lockdown situation:

TEC users will be notified of a lockdown situation affecting the school by phone call. They will then need to lockdown the building.

When notified of a full lockdown, if possible and safe, carry out the following actions:

- Lock the front door (twist-lock)
- Lock meeting room door (twist-lock) and stay inside
- Close the windows and bring down the shutters, the switch for this is near the door to the meeting room.
- Sit out of possible sight lines.

In the event of a situation occurring outside or in the TEC building, that requires a lockdown, users should lock the building / classrooms as above (where possible and safe to do so) and telephone the school office immediately to set off the school lockdown procedures. Use a mobile if you are unable to safely access the TEC reception area.

SCHOOL TELEPHONE NUMBER: 0161 770 3137