

# **LOCKDOWN PROCEDURE**

## **LITTLE WILLOWS PRE-SCHOOL**

**(in conjunction with Whitnash Primary School)**

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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. Procedures should 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)
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

The school's lockdown plan is as follows:

Signals	
Signal for full Lockdown ( <b>Red</b> )	3 rings of the school fire bell, followed by a verbal announcement where possible (internal phone lines, walkie talkies and via a mega phone).
Signal for full lockdown ( <b>Red Beyond</b> )	3 rings of the school fire bell followed by a <b>further 3 rings</b> , followed by a verbal announcement where possible (internal phone lines, walkie talkies and via a mega phone).
Signal for partial lockdown	Staff will be alerted via internal phones and verbal announcement via a sweep of the building by SLT
Signal for all-clear	Verbally from designated person (internal phone lines, walkie talkies and via a mega phone).
Lockdown	
Rooms most suitable for lockdown	All classes to remain in their own classrooms external doors secure (partial lockdown) All classes to be relocated to internal corridor (red lockdown e.g. external intruder spotted) All classes to remain in their own classrooms and cover taken under tables (red beyond lockdown e.g. possible internal intruder)
Entrance points e.g. doors, windows should be secured/locked	External doors – particular spots of vulnerability to be considered immediately Fire doors Internal doors All windows Blinds pulled where possible.
Communication arrangements	Corridor telephones Mega phones and Walkie Talkies – verbal announcement Parent text message - SIMs Mobile phones if necessary
<b>Notes</b>	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site. This evacuation is to the fire safety point where possible and then to Campion School.

Ref	Initial Response	Tick / Sign / Time
L1	<p>Ensure <b>all</b> pupils are inside the school building. Class teachers responsible for own class.</p> <ul style="list-style-type: none"> <li>• All classes to remain in their own classrooms external doors secure (<b><u>partial lockdown</u></b>)</li> <li>• All classes to be relocated to internal corridor (<b><u>Red lockdown e.g. external intruder spotted</u></b>)</li> <li>• All classes to remain in their own classrooms and cover taken under tables. Alternatively, ask pupils to hide or disperse if this will improve their safety. (<b><u>Red beyond lockdown e.g. possible internal intruder</u></b>)</li> </ul>	
L2	<p>Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building. Adults to <b><u>secure the entrance nearest to them.</u></b></p> <p>SLT to sweep to check with walkie talkie and mega phone – appropriate</p> <p>If intruder suspected as being inside the building follow <b>Red beyond lockdown:</b></p> <ul style="list-style-type: none"> <li>• All classes to remain in their own classrooms and cover taken under tables. Alternatively, ask pupils to hide or disperse if this will improve their safety. (<b><u>Red beyond lockdown e.g. possible internal intruder</u></b>)</li> </ul>	
L3	<p><b>Dial 999</b> – School Office to initiate the call. Dial once for each emergency service that you require. School office to make the call.</p> <p><b>Call Little Willows and Go Go Makers.</b></p> <p><b>Dial 02476832673</b> Local Authority Emergency Line and provide a summary of the situation.</p>	

L4	<p>Ensure people take action to increase protection from attack:          Block access points (e.g. move furniture to obstruct doorways)          Sit on the floor, under tables or against a wall          Keep out of sight          Draw curtains / blinds          Turn off lights          Stay away from windows and doors</p> <p><b>CTs responsible for own class</b></p> <ul style="list-style-type: none"> <li>• All classes to remain in their own classrooms external doors secure (<b><u>partial lockdown</u></b>)</li> <li>• All classes to be relocated to internal corridor (<b><u>Red lockdown e.g. external intruder spotted</u></b>)</li> <li>• All classes to remain in their own classrooms and cover taken under tables. Alternatively, ask pupils to hide or disperse if this will improve their safety. (<b><u>Red beyond lockdown e.g. possible internal intruder</u></b>)</li> </ul>	
L5	<p>Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.          Follow Fire Evacuation Routes where possible.</p>	
L6	<p>If possible, check for missing / injured pupils – CTs to be responsible for checking own class numbers.          SLT and office to check staff and visitors are accounted for via the use of the internal <b>phone/walkie talkie to SLT.</b></p>	
L7	<p>Remain inside until an all-clear has been given (3 further rings of the school bell), or unless told to evacuate by the emergency services.</p>	

Staff will be alerted to the activation of the plan through 3 rings of the school bell / followed by verbal announcement where possible using the walkie talkies and mega phone.

- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If children remain outside they will hide behind the bushes and fenced areas.
- Those inside the school should remain in their classrooms
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked)

- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via the internal phone and instigate an immediate search for anyone missing
- Staff should encourage the pupils to keep calm
- As appropriate, the school office will establish communication with the Emergency Services and notify Warwickshire County Council number **02476 832673**
- **Parents will be notified as soon as it is practicable to do so via text messaging (agreed content)**
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the school bell will be sounded continually and a verbal message to evacuate will be given where possible.

***It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).***

### **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.
- Staff will be alerted via internal phones and verbal announcement via a sweep of the building by SLT
- All staff and pupils remain in building and external doors and windows locked.
- All classes to remain in their own classrooms external doors secure.
- Movement may permitted within the building dependent upon circumstances but this must be supervised by a member of staff

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.

### **Full Lockdown**

**Alert to staff: 'Full lockdown' – ring of the school fire bell 3 times for Red Lockdown (external intruder).**

**There will be 3 further rings (6 in total) for a Red beyond Lockdown (internal intruder)**

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

#### **Immediate action:**

- All pupils return to classroom
- All classes to be relocated to internal corridor for **Red Lockdown**.
- All classes to remain in their classrooms for a **Red beyond Lockdown**
- External doors locked. Classroom doors blocked
- Windows locked, blinds drawn, pupils sit quietly out of sight
- Register taken/head count-the office will contact each class in turn for an attendance report via two way radio
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
- At any point during the lockdown, **the school fire bell may sound continually, and a verbal message which is a cue to evacuate the building.**
- During the lockdown, staff will keep agreed lines of communication open, via internal lines, but will not make unnecessary calls to the central office as this could delay more important communication.

### **Communication between parents and the school**

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

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 their children, and where this will be from

Parents will be told

***'..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.