

Shipbourne Primary School



Lockdown Procedures

Although it is important to be prepared and have Lockdown procedures in place, it is vital that the children's welfare is considered throughout. At all times consider which members of staff need to be informed, depending on the type of occurrence, to ensure that key staff are informed without unnecessarily alarming students or other staff.

Alarming/concerning students when unnecessary may cause them to become scared and develop a fear of going to school. For this reason, this procedure has been shared and practised with staff but not with students.

Office staff will probably be the first to hear about an emergency and will generally be best placed to raise the alarm and contact the Emergency Services.

At all times, the immediate risk posed should be assessed, and the procedure adjusted as deemed necessary by the most senior member of staff present.

Areas to think about:

- Bomb threats
- Search planning
- Evacuation/invacuation planning
- Guidance for firearms and weapon attacks
- Staff awareness and security culture
- Preparedness
- Physical security
- Mail handling
- Hostage situations

ALWAYS:

- Reassure staff, students and parents
- Review and implement proportionate protect and prepare security planning

An Emergency Grab Bag is available in the SENCO office and contains all contact details.

Partial Lockdown – *this is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality), should the situation escalate.*

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;
- A threat received by the school, ECC, media etc.;
- A warning being received regarding the risk of air pollution.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Immediate Action:

- Contact the Emergency Services if necessary;
- All outside activity to cease immediately, pupils and staff return to main building.
 - o Staff in classrooms and staffroom given verbal notice of partial lockdown.
 - o The playground bell will be rung continuously until all children and staff are in the hall where instructions will be given based on ongoing risk analysis;
- All staff and pupils to remain in the main building with external doors and windows locked;
- Depending on circumstances, free movement within the building may be permitted;
- Parents to be contacted by email if contact is appropriate eg. Media release made public, collection time affected.

Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services, which should then be communicated to staff and pupils.

Full Lockdown – *this signifies an immediate threat to the school and may be an escalation of a partial lockdown.*

Immediate action:

- Contact the Emergency Services if necessary;
- Person raising alarm to sound air horn all areas of main building and by outside door if safe to do so;
- All pupils to return to own classrooms unless not safe to do so;
- If own classroom out of bounds, adult present to direct children to hall or nearest safe space;
- External doors to be locked, classroom doors locked, windows locked, blinds/curtains drawn, pupils to sit quietly out of sight (e.g. under desk or around a corner) somewhere not visible to external people;
- Register taken – and office emailed if possible on ipad.

Staff and pupils remain in lock down until it has been lifted verbally by a senior member of staff/emergency services. At any point during the lockdown, the hand bell may sound continuously and is a cue to evacuate the building.

During lockdown, staff will keep email communication on ipad open but not make unnecessary calls to the central office as this could delay more important communications.

Bomb Threat – upon receiving a message that a bomb has been planted in school.

Immediate Action:

- Ask questions such as: where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, why the caller is doing this;
- Listen closely to caller's voice and speech patterns and to noises in the background;
- Notify the Headteacher/most senior member of staff;
- Headteacher/most senior member of staff orders evacuation of all persons inside the building;
- Headteacher/most senior member of staff notifies police (call 999).

Evacuation Procedures:

- Headteacher/most senior member of staff warns staff if possible (do not mention "Bomb Threat");
- Use standard fire drill procedures:
 - o Students and staff to evacuate on to playground as normal and then move together to the Chaser Inn if off-site evacuation is necessary;
 - o Teachers to complete register or head count if speed is required;
- No one may re-enter the building, until the entire building is declared safe by fire or police service;
- Headteacher/most senior member of staff to notify students and staff of termination of emergency.

Further Information

Further information is available from [Gov.uk](https://www.gov.uk) and includes the [Stay Safe Film – 'Run, Hide, Tell'](#) and [Emergency Planning and Response](#).