



Lockdown Procedures

Date Agreed by Governors: May 2024

Review Date: May 2027

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. The procedure needs to 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.

Communication is a key aspect in these situations so make sure that all emergency numbers are close to hand (preferably inputted into mobile phones already). Note that any mobile phones containing staff personal contact details should be password protected to protect data in accordance with the Data Protection Act.

The office team will probably be the first to hear about an emergency and staff may be sharing on social media before management know, which may raise other concerns.

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 changes following an incident

Staff Responsibilities	
Headteacher	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.
Deputy headteacher	Escort visitors to agreed safe place. Communicate with parents/carers after the event.
Assistant headteacher	Check access points are clear. Check locations to ensure children are safely under the supervision of staff.
Class teacher / LSA	Bring class pupils to classroom or other place of safety. Take register and stay with pupils.
Site Manager (if on-site)	Make sure all access points are secured.

Important contact information	
Headteacher work phone:	07720103342
Deputy headteacher work phone:	07710702348
Site manager:	07917008436
Local authority (if required)	Security - 01744676728

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, media etc.
- A warning being received regarding the risk of air pollution
 - In the event of air pollution, windows and any vents should 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.

Signal for alarm	Signal for all clear
<ul style="list-style-type: none"> • Tannoy message will play instructing children to return to class immediately. 	<ul style="list-style-type: none"> • Tannoy message all clear, continue as before.

Immediate Action:

- School leaders will:
 - The office to contact the Emergency Services if necessary.
 - Head or Deputy to signal for lockdown alarm.
 - Escort visitors to an agreed safe location.
 - Follow agreed responsibilities outlined above.
- Teaching staff will:
 - Cease all activity outside the classroom and around the school building immediately.
 - Escort pupils to their intended classrooms.
 - Take attendance of pupils under their direct care.
 - Remain in the classroom and wait for the 'all clear signal' or for further communications.
 - Resume normal activities with children to the highest degree possible.
- All staff and pupils will remain in the building. External doors and windows should be locked.
- Depending on circumstances, free movement within the building may be permitted.

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 will then be communicated to staff and pupils.

Full Lockdown – **'Operation Sherdley'** – this signifies an immediate threat to the school and may be an escalation of a partial lockdown. A lockdown alarm button is located in the main office near to the school intercom system.

Signal for alarm	Signal for all clear
<ul style="list-style-type: none"> • Tannoy message will play instructing children to return to class immediately. • 'Operation Sherdley' will be announced? 	<ul style="list-style-type: none"> • Announced by the Headteacher or Deputy

Immediate Action:

- School leaders' roles:
 - The office will contact the Emergency Services if necessary.
 - Head or Deputy to signal for lockdown alarm.
 - Escort visitors to an agreed safe location.
 - Follow agreed responsibilities outlined above.
- Teaching staff roles:
 - Will cease all activity outside the classroom and around the school building immediately.
 - Will escort pupils to their intended classrooms.
 - Will secure classrooms and take action to increase protection – this may include barricading doors or windows.
 - Will turn off lights, fans or mobile conditioning units.
 - Will hide by sitting on the floor or under desks, remaining away from windows wherever possible.
 - Will if possible, take attendance of pupils under their direct care.
 - Will remain in the classroom and wait for the 'all clear' signal or for further communications.

Evacuation:

At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building - although staff should be mindful that the fire alarm may have been activated by the intruder – an announcement will be made over the school's intercom system prior to the fire alarm.

During lockdown, staff will keep agreed lines of communication 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 or around 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(s)
- Headteacher/most senior member of staff notifies police (call 999)

Evacuation Procedures:

- Headteacher/most senior member of staff warns pupils and staff (do not mention "Bomb Threat". Use standard fire drill procedures:
- Pupils and staff must be evacuated to a safe distance outside of school building(s), possibly the school field – to be advised dependent on location of threat
- Teachers take register after being evacuated
- No one may re-enter the building(s) until the entire building(s) is declared safe by fire or police service
- Headteacher/most senior member of staff notifies pupils and staff of termination of emergency.

In the event, the above threat occurs during formal assessments or examinations:

Immediate Action:

- Evacuate the examination room in line with the instructions given by the appropriate authority
- Make sure that the pupils are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination
- Make a note of the time of the interruption and how long it lasted
- Make a full report of the incident and of the action taken, and send to the relevant awarding body

For schools undertaking SATs they should check the Test Administrator's Guide, or the STA for any further recommendations – STA Helpline – 0330 0303 3013

Further Information

Further information is available from the Gov.uk site, in particular the [Stay Safe Film – 'Run, Hide, Tell'](#) and [Emergency Planning and Response](#).

Updated May 2024