

# LOCKDOWN PROCEDURE



Full Lockdown and Partial 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, pupils, parents/carers or visitors.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. This may also include where there is a need to restrict the movement of pupils around the school environment.

**THE SIGNAL FOR A FULL LOCKDOWN WILL BE 5 LONG RINGS OF THE SCHOOL BELL. IF THERE ARE CHILDREN AND STAFF OUTSIDE, THIS WILL BE ACCOMPANIED BY 5 LONG BLASTS ON A WHISTLE, AT THE SAME TIME PERFORMING A VISUAL HAND SIGNAL LASSO ACTION ABOVE THE HEAD. THIS SHOULD BE REPEATED UNTIL ALL CHILDREN / STAFF ARE SAFELY IN THE BUILDING.**

Upon hearing the alert for a lockdown the procedures for a **full lockdown** will be implemented (worst case scenario). As soon as possible, staff will be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- ✓ A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud etc;
- ✓ A serious or emergency accident or incident requiring the emergency services at the school;
- ✓ A major fire in the vicinity of the school;
- ✓ The close proximity of a dangerous dog roaming loose;
- ✓ A swarm of bees or wasps;
- ✓ Dense fog where pollution could cause breathing difficulties;
- ✓ Wild animals on site e.g. foxes;
- ✓ Volcano Ash Cloud;
- ✓ A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school;
- ✓ A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to pupils, staff or parents;
- ✓ An intruder on the school site with the potential to pose a risk to staff and pupils; (please note this is extremely rare).

Once children are safely indoors the **CLOSE** procedure must be followed:

**C**lose all windows and doors

**L**ock up

**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

#### **IF OUTSIDE:**

- The lockdown signal will activate a process of children being ushered into the school building as quickly as possible if they are outside, and the locking of the school's classrooms, offices, connecting doors and all outside doors where it is possible to remain safe.

#### **IF INSIDE:**

- At the given signal the children 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, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.
- Children or staff not in class for any reason will proceed to their classroom as quickly as possible.
- As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the office immediately of any pupils not accounted for. This method of communication with the school office should be conducted by email in the first instance. Verbal telephone calls to the school office should not be made.

- **NO ONE SHOULD MOVE ABOUT THE SCHOOL.**

- Staff to support children in keeping calm and quiet.
- Staff should not communicate in anyway with any external person either by phone, message or social media.
- Staff to remain in lock down positions until informed by key staff e.g. Senior Leadership Team or Office Staff in person that there is an all clear.

#### **NON-CLASS BASED STAFF:**

- On hearing the signal, staff not based in a classroom e.g. kitchen, Kids Club, premises staff, office staff should remain where they are situated and implement the CLOSE procedure. The shutter in the kitchen should be closed for additional security. Staff should not move to another area in school unless it is clear that their area is at immediate risk of danger etc.

#### **STAFF ROLES:**

1. School office staff to ensure that the office is locked and that the appropriate agencies are called e.g. police, fire service, ambulance, HSE, LA's Health and Safety team.
2. Head, Deputy or Premises Manager to lock the school's front door and entrances.
3. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors. Internal doors to be secured using the silver thumb screws. Where there are keys available to lock the doors these should also be locked. External doors need to be secured using the doors individual device.

## **COMMUNICATION WITH PARENTS/CARERS:**

If necessary parents/carers will be notified as soon as it is practical to do so via the school's text messaging service and if possible on the school's website and/or Twitter feed.

Parents/carers will be told: 'The school is in a full lockdown situation. During this period the phone and entrances will be un-manned, external doors locked and nobody allowed in or out.' 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. Pupils will not be released to parents during a lock down. Parents will be asked not to call school as this may tie up emergency lines. If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents/carers will be sent home on the nearest possible day following any serious 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.

## **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.

### **Notification of Partial Lock down**

- ✓ Alert to staff: 'Partial lockdown'
- ✓ All outside activity to cease immediately, pupils and staff return to building.
- ✓ All staff and pupils remain in building and external doors and windows locked.
- ✓ Movement may be 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 appropriate body e.g., Emergency Services, Local Authority. 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.

## **LOCK DOWN DRILLS**

Lock down practices will take place at least once per term 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. The drills may be based upon a certain scenario that we could potentially be faced with. These drills are essential to ensure the safety of pupils, staff and visitors in school and would be conducted as sensitively as possible to minimise any upset caused to pupils.