

Kirk Smeaton CE School

Emergency Procedure



Nov 23

Kirk Smeaton CE School is committed to keeping children and adults safe. This policy highlights the potential emergencies and procedures for all.

Potential emergencies may include:

- An animal on the playground i.e. an aggressive dog, a stray horse
- Gun shot in the area.
- A warning being received regarding the risk of unsecure package.
- A warning being received regarding the risk of air pollution threat in the area.
- A person of threat to other staff and children in school.

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.

Immediate action:

- The office staff will notify all classes by saying 'Partial lockdown';
- Classes will stay in their area unless there is risk of attack (Please see full lock down for more information);
- All outside activity must cease immediately, pupils and staff return to the building using the nearest door;
- Pupils in the hall will stay there until further instructions are given;
- All staff and pupils to remain in building and external doors and windows locked;
- Free movement may be permitted within the building dependent upon circumstances;
- Teaching staff to carry out immediate dynamic risk assessment of their classroom and organise a calm, quiet activity for the children;
- Any staff who are aware of the lockdown approaching the building (i.e. staff returning from lunch/arriving during the school day) should remain outside the school boundary and await instruction from the emergency services.

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 and roof lights 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.

Lock in

Alert to staff: 'Lock in'

This may be as a result of an potential risk outside the school.

Immediate action:

- A whistle will be blown to gain the attention of all the children during break/lunchtime/any other outdoor activity, all staff and children will proceed to the main building through the nearest entry door and wait for further instruction;
- All doors will be locked and blinds pulled down depending on the potential risk;
- All staff will have their laptops to access Arbor, dojo and emails only. No phone calls and other communication will be made unless directed by a senior leader;
- Registers to be taken.

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Full Lockdown

Alert to staff: 'Full Lockdown'

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

Immediate action:

- Office staff will tell all classes of 'lockdown' and say which class to move to, time permitted;
- Emergency services may be alerted;
- If pupils are in the hall, they will stay there until further instructions are given;
- If there is an immediate risk of attack all children will stay in the area and seek shelter under tables away from all external windows;
- If there is time, Eagles class will move into the Library/IT suite, Lions classroom will move towards the front of the class (away from the windows), Dolphins class will move into the KS1 work zone and Starfish will move towards the carpeted area (away from the windows);
- External doors locked. Classroom doors locked (where a member of staff with a key is present). Windows locked, blinds drawn, pupils sit quietly out of sight (e.g. under desk or around a corner);
- Register taken - the office will contact each class in turn for an attendance report;
- All staff will have their laptops to access Arbor, dojo and emails only. No phone calls and other;communication will be made unless directed by a senior leader.

Staff and pupils remain in lockdown until it has been lifted by a senior member of staff/emergency services. At any point during the lockdown, the fire alarm may sound due to a real fire, at no point will there be a practice fire drill during lockdown.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the school office as this could delay more important communication.

Remove the children from school

Alert to staff: 'School removal'

This may be as a result of potential risk within the school and the children and staff need to be taken to safety.

Immediate action:

- Admin staff will alert emergency services.
- All children and staff will be removed for their class and taken to the Church. All will remain as quiet as possible as they move around the building. Register and headcount will be checked before leaving the premises and when they arrive at the safe point;
- All staff will have their phones to access Arbor, dojo and emails only. No phone calls and other communication will be made unless directed by a senior leader;
- Staff will contact parents through dojo to collect children, once the areas has been checked and senior leader has directed staff.;
- Children and families can access the Womersley Church that live in the area and it is unsafe for them to return home.

PLEASE NOTE – UNDER LOCKDOWN IT IS STRICTLY PROHIBITED FOR STAFF TO MAKE ANY ATTEMPT TO MAKE PHONE CALLS/COMMUNICATE OUTSIDE OF THE SCHOOL. Calls should only be made under instruction from the emergency services/senior member of staff in charge.

Communication between parents and the school.

School lockdown procedures will be routinely shared with parents by newsletter and the school website.

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In the event of a full lockdown, information regarding the incident will be communicated to parents as soon as is practicable within the confines of advice from the emergency services. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents will 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 put themselves and others in danger;
- Wait for the school to contact them about when it is safe for them to come and get their children, and where from.

The communication with parents will take into account reassuring parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure the children's safety will be done and may include the following: "...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 the emergency services depending on the severity of the incident that has triggered the lockdown. Emergency services will support the decision of the headteacher with regards to the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, North Yorkshire County Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

De-Brief

Following any lockdown procedure (practice or otherwise) there will be an evaluation emailed to all staff.