

Kirk Smeaton C of E School

Lockdown Procedure

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, an aggressive dog, a stray horse etc.

Immediate action:

- The office staff will notify all classes by saying 'Bad dog.'
- 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 children
- Any staff who are aware of the lockdown approaching the building (ie 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.

PROCEDURE FOR CLASSES/STAFF BASED OUTSIDE THE MAIN SCHOOL BUILDING

The whistle will be blown 5 times to gain the attention of all the children during break/lunchtime/any other outdoor activity, then all staff and children will proceed to the main building through the nearest entry door and wait for further instruction.

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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.
- All pupils stay in their area until the risk is assessed.
- 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

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 which is a cue to evacuate the building.

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.

Discreet communication channels are:

- Staff must access their e-mail and await further instruction. Staff need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet

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, especially arrangements for communicating with parents, will be routinely shared with parents by newsletter.

In the event of an actual 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.

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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 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..."

Lunchtime Procedures

In the event of a lockdown during the lunch break, children should proceed to their own classroom to be registered and any teachers/teaching assistants who are in the building return to their classroom to take charge. After ensuring that all classes have adult supervision MSAs should meet with the control team in the staff room and will be deployed as necessary.

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 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.