

Walsden St Peter's CE (VC) Primary School Lockdown Procedure

Rationale

A lockdown procedure should be a sensible and proportionate response to an external or internal incident which threatens the safety of staff and pupils in the school. The procedure should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

The lockdown procedure may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school: eg individuals fleeing from police)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose
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Strategies

Signals	
Signal for lockdown	Repeated short rings on the school session bell
Signal for all clear	Verbal message from the appropriate person

Lockdown procedure	
Rooms most suitable for lockdown	All children to remain in own classrooms with windows shut and blinds drawn
Entrance points (eg doors, windows) which should be secure	External doors Fire Doors Internal doors All windows
Communication arrangements	Verbal message Office phones (2 external lines) Classroom phones School mobile phone Staff mobile phones Email Teachers 2 Parents text system
Notes	If someone is taken hostage on the premises, staff should seek to evacuate the rest of the site

Lockdown checklist

Ref	Action	Tick/Sign/Time
L1	Ensure all pupils are inside the school building. All class teachers are to be responsible for their own class.	
L2	Lock entrance points (doors/windows) to prevent any intruder entering the building.	
L3	Office staff/head to dial 999.	
L4	Ensure best protection, according to threat: Block access points (eg move furniture to obstruct doorways). Sit on the floor, under tables or against a wall. Keep out of sight. Keep blinds/curtains drawn. Turn off lights. Stay away from windows and doors. Class teachers are to be responsible for their own class.	
L5	Quietly remind pupils, staff and visitors of location of exit point in case an intruder gains access.	
L6	Check register or perform a head count. If possible, check for missing/injured pupils, staff and visitors.	
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

- Staff will be alerted to the activation of the plan through the recognised signal, audible throughout the school and/or a verbal message in person or by phone.
- Pupils who are outside the school buildings are to be brought inside as quickly as possible, unless this endangers them and others. If children remain outside they should be led through the front gate and away from danger.
- Those inside the school should remain in their classrooms.
- All external doors and windows are to be secured.
- Depending on the circumstances, internal classroom doors may need to be barricaded with furniture.
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for by phone and, if possible, instigate an immediate search for anyone missing as long as this does not endanger anyone.
- Staff should encourage children to keep calm and listen for instructions.
- As appropriate, the school office will establish communication with the Emergency Services and notify Gary Laird at Calderdale via the School Emergency phone numbers 01422 392670 or 07734 395176.
- Parents will be notified as soon as it is practicable to do so via text message.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded.

It is essential that the school's lockdown procedures are familiar to all members of the school staff. Depending on their age, pupils should also be aware of the plan and the reasons for the plan. Regular practices will increase their familiarity.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

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

Walsden School is currently in lockdown: switchboard & entrances will be unmanned, external doors locked and nobody allowed in or out. Await further details.

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 regarding the timing of communication to parents.

Policy Monitoring and Review

The headteacher, school administrators and senior leadership team will monitor the impact of this policy and make recommendations for its review in response to advice from emergency services, local authority safety advisers, etc.

This policy was adopted by the governing body on 10th July 2017 and will be reviewed every three years.