



**LOCKDOWN PROCEDURES POLICY**  
***Christ Church CE Primary School***  
September 2023

Next Review: September 2024

Responsibility: - Headteacher: Amanda Donelan.

Date Adopted: January 2021 initially with regular review

## **Rationale**

The purpose of this procedure is to provide instructions for staff in the event of an incident that requires whole school lockdown. These instructions should be read in conjunction with the school fire evacuation instructions, the school safeguarding policy and the school business continuity plan.

These lockdown procedures are planned as a swift response to an immediate threat to the life and safety of members of the school community from one or more violent intruders on the school site.

By its very nature, a violent attack by intruders to the school site will be unpredictable. An intruder may attack from any point and at any time of the day. Members of the school community should be alert to the security of the school site and procedures for maintaining a secure site. They should also be aware of the guidance in Appendix A on how to respond to an attack:

## **Lockdown Procedures**

Circumstances triggering a lockdown

- Irate parent or carer in the school or on the school grounds.
- Intruder/s on the school site, with the potential to pose a risk to staff and pupils
- Group of youths on the grounds causing ASB or damage
- Person or persons acting suspiciously on or around the schools location
- Major fire or environmental emergency in the vicinity of the school
- Severe weather conditions
- A disturbance in the local community, with the potential to pose a risk to staff and pupils in the school, this may be community disturbances, dangerous dogs etc.

## **Alerting the school community**

1. Any member of staff who believes that the school is subject to an attack should inform reception staff straightaway, by using the internal phone system, mobile phone or verbally if they are in the vicinity of the office area, providing information about the situation.
2. If possible, reception staff should inform the HT immediately (AHTs in her absence; TLRs in their absence).
3. HT consults Council Emergency Control Room if appropriate. HT (AHT/TLR) makes decision to impose lockdown.
4. If the decision is taken to impose a lockdown, the Head-teacher will sound the alarm.
5. Due to the unpredictable nature of the event, it may not be safe or practical to contact the Head-teacher. Members of staff should sound the alarm if they are able to.

## Response to lockdown alert

If the alert occurs during lesson time:

1. All pupils inside the school should move to designated classrooms:

- Foundation pupils will join Y2 pupils in the Y2 classroom suite
- Y1 pupils will join Y3 pupils in the Y3 classroom suite
- Y4 pupils will remain in their building
- All Y5 pupils will remain in their classrooms
- All Y6 pupils will remain in the Annex
- Office staff will move to the finance office
- Kitchen and midday staff will move to the main kitchen area

***Staff vacating rooms should make sure doors are locked behind them. Once in allocated rooms, the most senior member of staff present will ensure that doors are all locked and window blinds / shutters are closed.***

2. Pupils on the school site but outside the buildings should be brought in immediately and go to the class rooms but only if it is safe to do so. Staff with pupils should use their judgement. It may be safer to stay out of the school building and seek alternative exits to the school site, especially during a high risk incident.
3. Site manager or premises team should make sure these routes are unlocked. Appendix B shows the exit points. If the alert occurs before school, during break or lunchtime:
4. Staff should follow the guidance in *Appendix A*. Where it is safe to do so, staff must insist pupils accompany them to seek alternative exits to the school site.

## Once the pupils are inside the buildings:

1. Classroom doors locked (where appropriate) with star key system, where a member of staff with key is present.
2. Windows locked and blinds drawn.
3. Pupils sit quietly out of sight and away from windows wherever possible.
4. Staff should try and encourage pupils to keep calm.
5. Staff should put their phones on silent and encourage pupils to keep noise down.
6. If it is necessary to evacuate the building, the emergency alarm will be sounded by pulling the cord.

7. Staff should then await further instructions. Staff should avoid unnecessary calls to senior management or reception as this could delay more important communication.
8. Senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.
9. Staff and pupils remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services.

## **Training**

Governors informed about Lockdown policy rationale and approve contents

Staff informed about lockdown policy - Staff receive copy of the map of the school - with access points and alternative exits from the school highlighted.

Staff training on the run, hide and tell practice (Appendix A).

Pupils informed about lockdown procedure.

Information to parents in a newsletter that we have a lockdown policy.

Conduct a number of table top exercises with the senior management team to test the procedures against a variety of scenarios.

Responsibility to review document

The policy is reviewed once a year by the Resources & Finance /Health & Safety committee.

Run, Hide and Tell principles should be regularly visited.

## **APPENDIX A**

### **Stay Safe**

#### **Firearms and weapons attack**

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

### **Run**

Escape if you can.

Consider the safest options.

Is there a safe route? RUN if not HIDE.

Can you get there without exposing yourself to greater danger?

Insist others leave with you.

Leave belongings behind.

### **Hide**

If you can't RUN, HIDE.

Find cover from gunfire.

If you can see the attacker, they may be able to see you.

Hidden from view does not mean you are safe, bullets go through glass, brick, wood and metal.

Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.

Be aware of your exits.

Try not to get trapped.

Be quiet, silence your phone.

Lock / barricade yourself in.

Move away from the door.

## **Tell**

### **Call 999 - What do the police need to know?**

Location - Where are the suspects?

Direction - Where did you last see the suspects?

Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.

Further information – Casualties, type of injury, building info, entrances, exits, hostages etc.

Stop other people entering the building if it is safe to do so.

Armed Police Response

Follow officers' instructions.

Remain calm.

Can you move to a safer area?

Avoid sudden movements that may be considered a threat.

Keep your hands in view.

### **Do not be nervous when Officers enter the building as they may do some of the following:**

Point guns at you.

Treat you firmly.

Question you.

Be unable to distinguish you from the attacker

Officers will evacuate you when it is safe to do so.

RUN HIDE and TELL leaflet [http://www.npcc.police.uk/StaySafeAssets/NPCC\\_CT\\_A5%202pp.pdf](http://www.npcc.police.uk/StaySafeAssets/NPCC_CT_A5%202pp.pdf)

Stay Safe Film for training

<https://www.gov.uk/government/publications/stay-safe-film>

## ***The kids Script***

Good morning boys and Girls, let's talk safety



Look here we are being safe on the road !!!!

Every day, we do things to keep ourselves safe. Let's think of some other examples. What do you put on before you start biking? What do you do before walking across the street? Another way we stay safe is by practicing for things that probably won't happen but it is good, isn't it to be prepared for just in case. One way we do this at school, for instance, is by practicing fire drills. Practice helps us play great football and netball so practice makes us know what to do just in case of an emergency.

Other situations we can prepare for is are Fire and Keeping Safe from Strangers. Neither of these would probably ever happen but just like when we do a fire drill, we can practice our response so we are prepared.

Today, we will practice this in a drill called a "Keep Safe Drill." During this drill, the teachers keep us inside for safety.

## Here are the steps of what we do during the drill: The name for it is PAL.

**P** is for PAUSE: First, pause and take a deep breath. Breathing helps your mind work.

**A** is for ADULT: Wherever you are in school, find a trusted adult. If you are in the classroom, stay there and find your teacher or other adult in the room you know. If you are outside, look for the teacher or other support adult staff closest to you , they will know what to do and where to go.

**L** is for LISTEN: Listen to the teachers instructions. The teacher will know what to do and will tell you. This is trickier than a fire drill because depending on where you are, you won't always go to the same place each time. You will know what to do if you listen. Listening is so important. Also during this time, the teachers will lock the doors to their classrooms. When everything is safe, the teacher will tell you that everything is all clear and we can go back to enjoying our regular school day.

We are all here to keep you safe. Practice means we are prepared and can feel confident that we all know what to do just in case. Having a plan like this and practicing what to do in a keep safe drill means that we don't have to worry about these concerns and instead we can focus on having fun and learning at school.

