



LOCKDOWN PROCEDURES POLICY

Christ Church CE Primary School

September 2024

Next Review: September 2026

Responsibility: - Headteacher: Amanda Donelan.

Date Adopted: September 2024 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
- Person seeking access to school which may cause emotional or physical harm
- 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.

Links to National Guidance

The National Counter Terrorism Security Office (NaCTSO) defines Dynamic Lockdown as ‘the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of Lockdown is to prevent people moving into danger areas and preventing the attackers from accessing a site (or part of).’ NaCTSO encourage the planning and development of Lockdown Procedures to consider:

- how to achieve effective **Partial or Full Lockdown**
- how to let people know what’s happening
- training staff, especially in the Stay Safe Principles

STAY SAFE principles: “Stay Safe” is a short film capturing the actions that people should take in the event of a firearms or weapons attack. It contains the main messages of:



Stay Safe Video link: www.protectuk.police.uk

Partial Lockdown

A Partial Lockdown could be due to a reported incident in the local community including air pollution or civil disturbance and would typically include the following immediate actions:

- Signal to staff that the setting is in Partial Lockdown
- Bring any children and staff back into the building where necessary
- Close and lock external doors and windows
- In the event of air pollution, turn off any systems that circulate air through the building and attempt to seal up doors, windows and vents to all rooms to minimise possible ingress
- Everyone should remain indoors until the all-clear is given, although staff and children may be able to move around the setting freely
- Staff should await further instruction

A partial lockdown will be communicated verbally by senior staff walking through school informing the team to close all windows and doors and continue working indoors.

Full Lockdown

A Full Lockdown signifies an immediate threat, for example where there is an intruder within the building. Steps taken would typically include the following immediate actions:

- Signal to staff that the setting is in Full Lockdown by triggering the lockdown siren
- Contact emergency services
- Ensure all children remain in their rooms or other agreed location
- Close and lock external doors and windows
- All doors should be locked from within and blinds drawn where possible
- Ensure children sit silently out of sight and where possible behind brickwork or reinforced walls (Full Lockdown should give the appearance that the setting and its rooms are completely empty)
- Turn off lights, smartboards and computer monitors/television screens
- Turn all mobile phones to silent
- A register should be taken and this should be communicated to the designated control room
- Use discreet agreed channels of communication
- Staff should await further instruction

Alerting the school community

1. Any member of staff who believes that the school is subject to an attack should inform school admin straightaway, by using the internal phone system (canteen / annex / cabin), personal 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 (SLT in her absence; TLRs in their absence).
3. HT consults Council Emergency Control Room if appropriate. HT (DHT/TLR) makes decision to impose lockdown.

4. If the decision is taken to impose a lockdown, the Headteacher will sound siren in KS1 and KS2 corridors. The office staff will contact the Annex (AMY), Canteen (ALEX) and Cabin (BEX) by phone to notify them **the school is in lockdown procedure**.
5. Due to the unpredictable nature of the event, it may not be safe or practical to contact the Headteacher. 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 should remain inside the school in their designated classrooms
 - Office staff will move to the finance office
 - Kitchen and midday staff will move to the main kitchen area
 - SLT and any staff on PPA will move to the HT office
 - Site staff will move to the DHT office
 - CC4C staff will move into the kitchen or remain in F1 classroom

Once in allocated rooms, the most senior member of team 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 if attempting to remove pupils from the site. 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 with star key system.
2. Windows closed and blinds drawn.
3. Registers taken and any missing children reported to the SBM by phone messaging.
4. Pupils sit quietly out of sight and away from windows wherever possible.
5. Staff should try and encourage pupils to keep calm.
6. Staff should put their phones on silent and turn off smartboards.
7. If it is necessary to fully evacuate the building, the fire alarm will be sounded.

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

Communication

Mobile phones may be used on silent to contact staff around the school. Staff should not use their phones AT ALL for any other purposes than lockdown communication. Staff MUST NOT use social media of any sort or attempt to contact relatives as this will cause additional contact to emergency services and the school office and will delay support.

Premises team and SLT will make use of walkie talkies should anyone need to exit the building.

The following draft email will be stored by the admin team and sent to parents and carers in the event of a lockdown:

'Christ Church CE Primary School is in a full lockdown situation in order to keep children safe. All the doors are locked and the emergency services have been informed. Currently nobody is allowed in or out of the site. Please do not ring the school for further information. Please do not arrive until we have notified you it is appropriate to do so. We will make further statements by text and via the settings website. We understand you will be worried, but please follow these instructions and do not phone or come to the school as this may increase the level of risk'.

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 Community/Health & Safety committee.

Run, Hide and Tell principles should be regularly visited.

Further advice, if required, can be sought from:

Wirral Council Emergency Planning Team - 0151 606 2071/666 3436

Community Patrol Control Room (Wirral Council 24 hour Emergency contact) 0151 666 5265

Wirral Council Health & Safety Team 0151 606 2211

Concerns relating to PREVENT - Telephone: 0151 777 8311 –
email msoc.prevent@merseyside.police.uk

Further Reading:

NaCTSO website: www.nactso.gov.uk

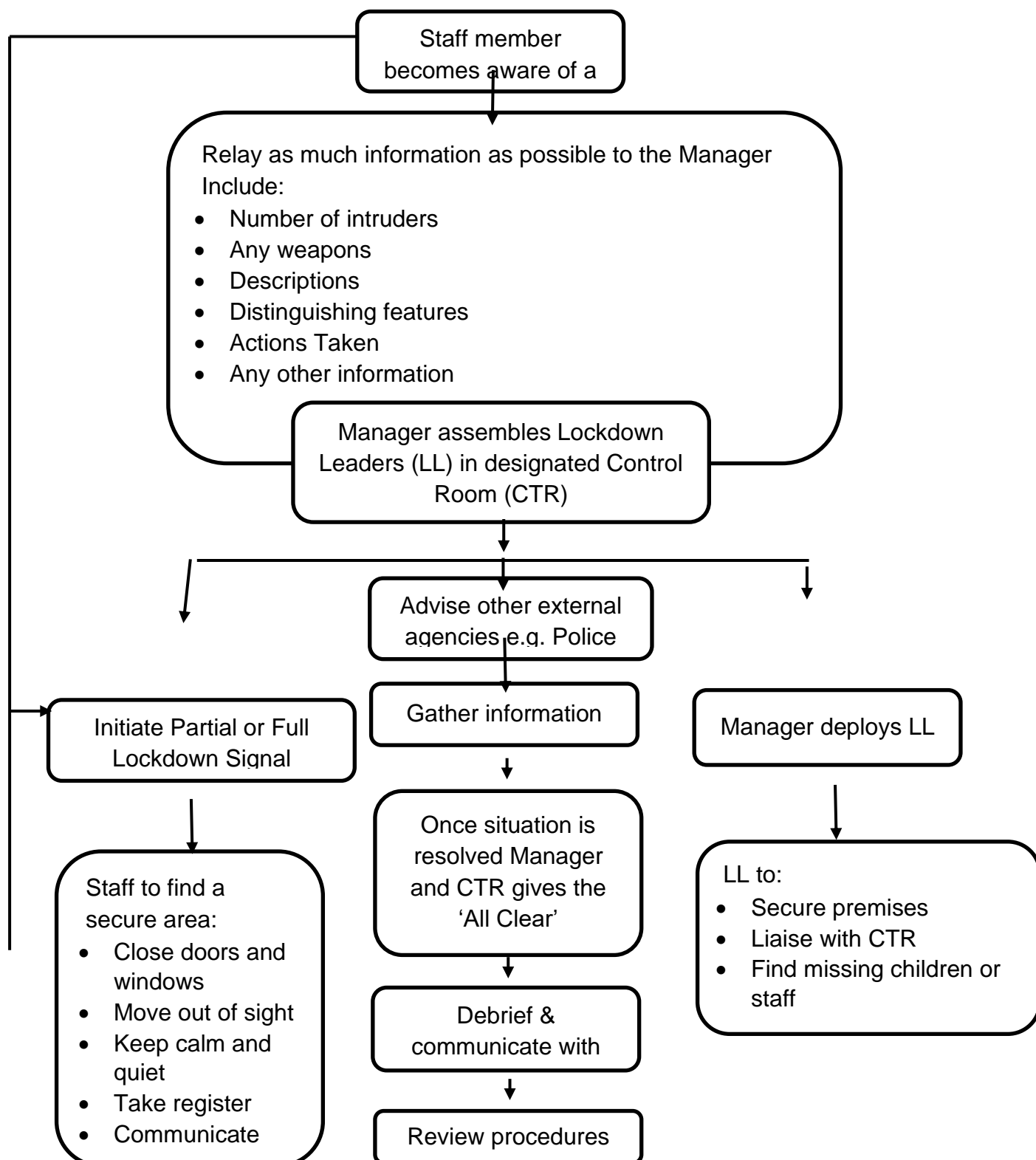
Protect UK - [ACT for Education | ProtectUK](#)

Gov.Uk - [Protective security and preparedness for education settings - GOV.UK \(www.gov.uk\)](#)

APPENDIX A

Appendix 1

Adaptable Setting Lockdown Procedure Flowchart



Appendix 2

Stay Safe Procedures

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: [ProtectUK | Home](#)

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.

The kids Script

Good morning boys and Girls, let's talk about 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 are Keeping Safe Inside. This would probably never 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. In a fire drill we get out of the building, in a keep safe drill we get inside the building!

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 and practicing what to do in a keep safe drill means that we don't have to worry and instead we can focus on having fun and learning at school.



Further advice can be found on the NaCTSO website: www.nactso.gov.uk , also [Protective security and preparedness for education settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/protective-security-and-preparedness-for-education-settings) (published April 2024)