



FOUNTAINS

PRIMARY SCHOOL

Always achieving our potential

Lockdown Policy

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Ratified: Nicola Price (Executive Headteacher)



Context

The development of this policy is in line with the circumstances that need to take place in case of a lockdown emergency. Any procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of all stakeholders in school at the time.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. This may also include where there is a need to restrict the movement of students around the school environment.

Upon hearing the alert for a lockdown the procedures for a full lockdown will be implemented (worst case scenario). As soon as possible staff to be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required, verbally by the leadership team.

It is of vital importance that the school's lockdown procedures are familiar to all pupils, staff and regular visitors (such as Nurses, Occupational/Speech and Language Therapists. To achieve this, a lockdown drill should be undertaken at least termly. Wherever possible, (and dependent on each pupil's level of cognition) this plan should be shared with pupils and practiced to increase everyone's familiarity with it.

Lockdown Procedures

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud etc.
- A serious or emergency accident or incident requiring the emergency services at the school;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose;
- A swarm of bees or wasps;
- Dense fog where pollution could cause breathing difficulties;
- Wild animals on site e.g. fox;
- A reported incident or civil disturbance in the local community with the potential to pose a risk to stakeholders in the school;
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to stakeholders in school
- An intruder on the school site with the potential to pose a risk to stakeholders (please note this is extremely rare)



Initially, in the case of an emergency situation, the school will enter a full lockdown procedure. The signal for this will be five second pulses on the lesson change bell. At the point all stakeholders will:

- Remain in their classroom, closing all windows.
- If outside, return to classroom, closing all windows
- Office staff will go into the back office, closing all windows,
- All other stakeholders/non office based staff will enter the nearest 'mag locked' room and wait for further instructions, closing all windows. Please note that all visitors in school must be in a room with a member of school staff.

Internal Communication during incident

Once the school is in full lockdown, they will remain where they are, staying calm and not alerting any pupils of any danger at that moment.

One member of staff in each room will get their personal mobile and wait for further instructions. This phone will remain on but in silent and not in vibrate mode. As this is an exceptional emergency situation. It will remain one of the very few times that staff are permitted to have a personal mobile in the classroom due to the use of it potentially securing a child's safety.

A message will then to all staff be sent to alert them of a lockdown procedure. Instructions will be given via a text message or verbally from a member of the leadership if safe. A partial lockdown may happen following these instructions.

Partial Lockdown

At time the school may need to remain in a partial lockdown, (for example when an ambulance arriving to one of the mobile class rooms). This would mean that all pupils in the six mobile classrooms need to remain inside as the back gates may be open.

If this happens a message will be sent alerting staff to the reason of the partial lockdown. A member of the leadership team will also come round to speak to staff in each room, wherever possible. All situations are different, senior staff will conduct an on-going and dynamic risk assessment based on the information available and advice given from the Emergency Services or other outside agencies.

The lockdown will end for all stakeholders in school when they receive one continuous bell for ten seconds.

Additional Important Information

In most circumstances most of the details and instruction will depend on the emergency and advice from a variety of emergency services. Precautionary measures will be in place following this advice and will put the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate and need to revert to a full lockdown. Some measures may be as follows:

- In the event of an air pollution issue, air vents can 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.
- In the event of a roaming dangerous animal, some areas of school inside may remain unlocked and movement between inside areas permitted.

External Communication

This Lockdown Policy and procedures will be published on the school website. In the event of an actual full lockdown all parents/carers will be informed as soon as is practically possible by the best possible mode of communication at the time. They will be given enough information about what is or has happened, so that they are reassured that the school is doing everything possible to ensure their child's safety. In an emergency situation:

- Parents/carers will be asked not to contact the school during a lockdown or immediately afterwards. Calling the school could put pupil's safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, parents or Local Authority.
- Parents will be asked not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger unless asked to do otherwise.
- Parents will need to wait for the school to contact them about what happens next and when it is safe for them to collect their pupils.
- Parents will be informed when the 'all clear' has been given.

Emergency Services

It is important to keep lines of communication open with outside agencies and the 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 such services depending on the severity of the incident that has triggered during the lockdown procedure.

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

Appendix 1 - Security Lockdown Procedure



Department
for Education

Lockdown

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an

Emergency Plan/ Signals

Alarm or signal for lockdown shelter	Five 5 second bursts of the school's lesson bell.
Signal for stand down / all-clear	One Continuous bell for ten seconds.

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Nicola Price	07917752055
Incident Control Officer	Laura Kobylanski	07852451930
Incident Control Officer	Ian Spencer	07377728016
Incident Control Officer	Dave Beard	07377728016
Communications Officer	Ruth Samme	01283247600
Communications Officer	Jo Cowlshaw	01283247600

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Rooms most suitable for lockdown
1 Classrooms
2 Hall
3 Sensory room/Swimming pool
4 Offices

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

School/personal Mobile phones

Classroom telephones

Instant messaging / email / Reach more parents/ person

Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) must be pre-arranged.

Name of venue Fountains High School

Type of venue Special School

Contact name Gareth Allen

Contact telephone number 01283 247580

100 yards from Fountains Primary School, open usual hours.

Other useful contacts:

Name	Emergency Contact Number
Esteem MAT Offices	01623 859749



Action Plan	Completed by (sign and time)
The Incident control officer/deputies will co-ordinate the response to the incident, follow the security lockdown plan and record actions taken, maintain contact with the emergency services, staff and parents.	
Sound Alert - Activate lock-down procedures immediately	
Dial 999, contact the MAT/Staffs CC – Depending on the incident	
Direct all stakeholders (including children, staff, parents and signed in visitors) to the nearest safe place (this may be dependent on what and where the risk is) All staff must ensure that all pupils are kept together as a group, dependent on their location, all pupils outside near bringing inside to the nearest safest place. All registers must be taken on Arbor.	
If possible, check for missing / injured students, staff and visitors	
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows.	
Close windows / blinds	
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	
Hide, sit on the floor under desks, and away from windows – Only if necessary	
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
All staff to collect the nearest mobile phone (on silent) for further instructions, conducting an ongoing risk assessment	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services. If an evacuation of the building is needed, the Incident Control Officer/Deputies will inform staff of the designated venue for evacuation and the route they must take through communications on staff's personal mobile phones.	
All Class Teachers/SLT badges/fobs are now exempt from the lockdown and will still be able to open any door during a lockdown while the doors will remain closed to everyone else. This is to avoid anyone being stuck where they shouldn't be.	
Parents/Carers to be informed via the most appropriate communication system of the circumstances of the lockdown. Parents will not be allowed to contact school, unless otherwise told. Parents will not be able to collect pupils, unless otherwise told.	

