



# **St Mary's C of E (Aided) Primary School, Pulborough**



**A Christ-centred school with a child-centred curriculum**

## **POLICY FOR** **SCHOOL 'LOCKDOWN' PROCEDURES**

This policy was adopted in: November 2017

The policy will next be reviewed in: September 2019



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## 1. INTRODUCTION

'Lockdown' 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 staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors.

'Lockdown' procedures may be activated in response to any number of situations, which may include:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school);
- An intruder on the school site (with the potential to pose a risk to staff and pupils);
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud, etc.) or chemical, biological or radiological contaminants;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog/animal roaming loose.

## 2. 'LOCKDOWN ALERT'

**The nominated Lockdown Manager at the school is the Headteacher, Mrs Joanna Brown, or Deputy Head Mrs Samantha Copus;** they will initiate, manage and conclude the 'lockdown'. They will also communicate with the Emergency Services. The role and responsibilities of the Lockdown Manager are recorded in Appendix 1.

The fire alarm will not be used to alert staff of the need to 'lockdown' to avoid potential confusion. If the fire alarm sounds during a 'lockdown' it is to be ignored unless smoke or flames are directly visible and pose an immediate threat to your location.

## 3. LOCKDOWN ARRANGEMENTS

### 3.1 Partial Lockdown

**The warning signal for any emergency requiring sheltering/lockdown will be via the phones in the classrooms**

In a partial 'lockdown' staff and pupils must remain in the school building and all doors leading outside must be locked. No one can be allowed to enter or leave the building; however, teaching and work should continue as usual if practicable to do so. 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, but whereby that risk is not immediate. It may also be as a result of a warning being received regarding the risk of air pollution, etc. especially any warning from the Emergency Services.



## **Immediate action**

- All outside activity to cease, pupils and staff return to the building. A bell will be sounded on each playground and any children/staff/volunteers at Forest School will be alerted by the ringing of a hand bell. All pupils/staff/volunteers outside should return to the building immediately.
- All staff and pupils remain in the building and all external doors and windows to be locked shut, other than those as designated emergency exits. Window blinds should be put down. A roll call will be taken to ensure all children and adults are present and accounted for.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of air pollution, chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems must be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – your aim is to minimise possible ingress of pollutants.
- Staff should await further instructions.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on any advice received from the Emergency Services.

Communication during a 'partial lockdown' will be via the school's email system, internal phone system or direct communication from the Lockdown Manager.

A 'partial lockdown' may also be used as a precautionary measure; putting the school into a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Staff and pupils will remain in 'lockdown' until it has been lifted by the Lockdown Manager or senior member of the emergency services. The end of sheltering/lockdown will be marked by three short blasts of an air horn.

## **3.2 Full 'Lockdown'**

**The warning signal for any emergency requiring sheltering/lockdown will be the sound of long blasts of an air horn.**

This signifies an immediate threat to the school and may be an escalation of a partial 'lockdown'. The aim of a full 'lockdown' is for the school and its rooms to appear empty.

## **Immediate action**

- All pupils/staff to stay in their classroom or move to the nearest classroom.



- Office staff should remain in their office.
- All outside activity to cease, pupils and staff return to the building or exit the site, moving around the outside of the building and across Link Lane where they will assemble in the local park. After assembling, a further roll call will be taken to ensure all children and adults are present and accounted for. (There needs to be a means of communicating the alert to duty staff at break times).
- External doors locked. Classroom doors locked (where a member of staff with a key is present) or barricaded.
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in).
- Pupils and staff to sit quietly out of sight and where possible in a location that would protect them from gunfire, bullets can go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls.
- Lights, smartboards and computer monitors turned off.
- Pupil's mobile phones to be turned off, staff mobiles to be set to silent with no vibrate.
- A register to be taken of all pupils, staff and visitors in each classroom/office.
- Communicate register of staff and pupils to the Lockdown Manager.
- Staff should await further instructions.

During the 'lockdown', staff will keep agreed lines of communication open but not make unnecessary calls as this could delay more important communication. Staff are not to use the school's email system or internal phone lines as these may not be secure.

Staff and pupils remain in 'lockdown' until it has been lifted by the Lockdown Manager or senior member of the emergency services.

#### **4. UNSAFE AREAS (IF APPLICABLE)**

The following areas must not be used during a lockdown and should be evacuated as they cannot be secured:

- School Halls, both small and large
- Toilets



## 5. COMMUNICATION WITH PARENTS & CARERS

The 'Lockdown' Manager will inform parents and carers that the school is in lockdown via the school's email and text system, using the template below:

'The school is in a lockdown situation. During this period phones will not be answered, all doors are locked and nobody can enter or leave the site. We are working to ensure the safety of all our children. **DO NOT** come to the school until the incident has been resolved. We will keep you informed as best we can.'

During a 'lockdown' no members of the public will be allowed into the school and parents/carers will be told not to travel to the school.

No staff, pupils or visitors to the school will be allowed to leave the school until the lockdown has been declared over.

Parents and carers must not try to contact the school during the 'lockdown'.

Pupils will not be dismissed to parents or carers until the incident has been declared over by the Lockdown Manager or senior member of the Emergency Services.



## **APPENDIX 1 – ROLES & RESPONSIBILITIES**

### **Lockdown Manager**

**This should be the Headteacher or a designated member of the Senior Leadership Team. A deputy Lockdown Manager should be designated in case the Lockdown Manager is not on the school site at the time a lockdown is declared.**

- Alert all staff and pupils of the need to 'lockdown' the school.
- For partial 'lockdowns' this will be achieved via the internal telephone system (See Appendix 4) and for full 'lockdowns' this will be via air horns alone.
- Inform emergency services immediately.
- Inform parents/carers via the school's email and text system.
- Ensure communication networks with all key staff are established.

### **Classroom-based Staff**

- Lock all external doors and windows.
- If full lockdown secure all internal doors – lock or barricade.
- Close and secure all windows.
- Close all curtains or blinds.
- Ensure pupils are in a safe place in the classroom, i.e. sheltered by a substantial wall away from doors and windows.
- Ensure you have a means to communicate with the Lockdown Manager.

### **Office-based and Site Staff**

- Ensure all entrances are locked and secured.
- Close and secure all windows.
- Turn off all IT equipment.

### **All other staff**

- As directed by the Lockdown Manager.



## **APPENDIX 2 – OVERVIEW SHEET**

### **ST MARY'S CE (AIDED) PRIMARY SCHOOL, PULBOROUGH**

#### **'Lockdown' Action**

In the event of an incident requiring you to take shelter:

- Stay indoors in the classroom you are in or, if you are outside or not in a classroom, go to the nearest classroom.
- Close and secure all windows.
- Close all curtains or blinds.
- Ensure pupils are in a safe place in the classroom, i.e. sheltered by a substantial wall away from doors and windows.
- Do not allow pupils to go into the hall or the toilets.
- Turn off all IT equipment.
- Ensure you have a means to communicate with the Lockdown Manager.
- Follow the instructions given to you by the Lockdown Manager at all times.

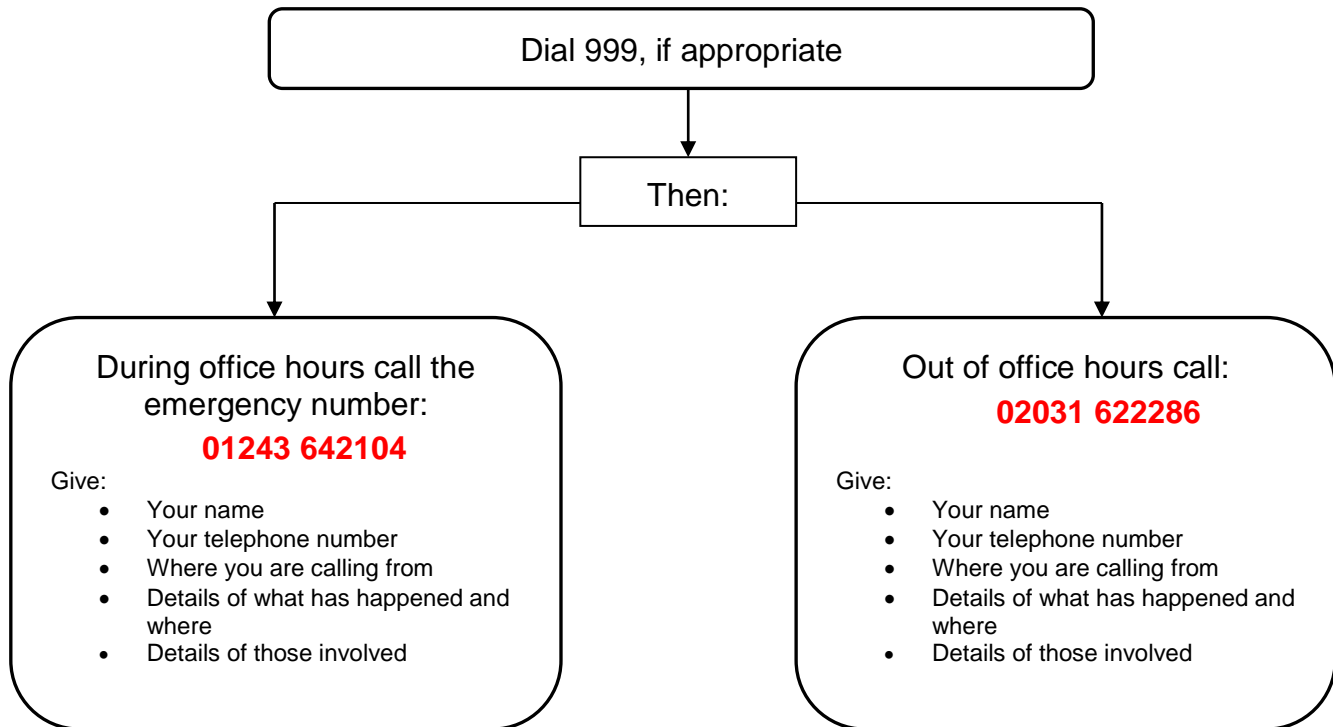




## APPENDIX 3 – COMMUNICATION CHART

### Checklist of initial action by Lockdown Manager

1. Assess the situation.
2. Take immediate action to safeguard children and staff where necessary.
3. Determine whether or not to implement the School Evacuation Procedures where necessary.
4. Call for support:



**Note:** These numbers should **only** be used in an emergency. Do not give them to the press, parents or members of the public.

5. Log all communications and actions. (See Appendix 5)
6. Depending on the scale of the incident, consider assembling an Emergency Management Team from pre-identified staff (see p.10) to assist with the response and relieve them of their normal duties.
7. Refer to the list of contact numbers in Appendix 4 for additional support, if required.
8. Where possible, avoid closing the educational establishment and try to maintain normal routines.
9. Do not contact the press at any stage during this incident. Should they contact the school, direct them to WSCC.



Name	Role	Home telephone	Mobile phone
Joanna Brown	Headteacher		07955 911142
Sam Copus	Deputy Head	01798 872362	07711 311234
Sue Mitchell	Business Manager	01428 652702	07999 585730
Tim Stevens	Premises Manager	01903 264263	07712 557656
John Peat	Chair of Governors	01798 872174	07540 060944
David Shepherd	Vice Chair of Governors	01798 875559	07917 094134



## APPENDIX 4 – INTERNAL TELEPHONE DIRECTORY

INTERNAL TELEPHONE DIRECTORY			
EXTENSION	LOCATION	EXTENSION	LOCATION
201	School Office (Janet)	216	UK
202	Premises	217	Austria
203	Head (Joanna)	218	Canada
204	Business Manager (Sue)	219	Thailand
205	KS1 PPA	220	India
206	Office	221	Jamaica
207	Reception (Emma)	222	USA
208	Deputy Head (Sam)	223	Sierra Leone
209	Prep Room	224	Mexico
210	Team Room	225	Japan
211	KS2 PPA	226	South Africa
212	Swimming Pool	227	Ireland
213	Multi-Purpose Room	228	New Zealand
214	Pedestrian Gate	229	China
215	Barrier Gate	230	Reception (Vicky)

- To make an external call, dial 9 first
- To pick up an internal call at another extension, pick up receiver and dial \*4001 for cordless or press flashing light for static phone
- To transfer a call to another extension, press Recall (R) or Transfer and dial relevant number
- To make an internal call, lift the receiver and dial the extension you require



## APPENDIX 5 – LOGGING INFORMATION

Information about an incident may come from a staff member, child, a parent, a member of the public, the emergency services or West Sussex County Council. Whoever receives the alert should ask for, and record, as much information as possible.

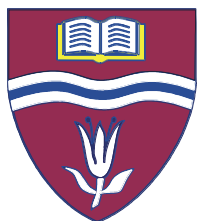
<b>Name and contact details of the caller (Try to authenticate caller)</b>
<b>Details of the incident (Including actual words used by caller)</b>
<b>Who else has been informed?</b>
<b>Exact location of the incident</b>
<b>Casualties</b>
<b>Any action taken so far</b>
<b>Name of contact at the scene</b>
<b>Notes</b>

If appropriate, call 999 for the police, fire or ambulance service, giving the information above. If in doubt, call 999.

Immediately inform the Headteacher or Deputy Head. If neither is able to respond (they may be involved in the incident) the senior person present must follow the instructions from the checklist of initial action (See Appendix 3).

## APPENDIX 6 – LOCKDOWN LETTER See p.13





# St Mary's C of E Aided Primary School

*A Christ-centred school with a child-centred curriculum*

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Website: [www.st-marys-pulborough.w-sussex.sch.uk](http://www.st-marys-pulborough.w-sussex.sch.uk)

Link Lane  
Pulborough  
West Sussex  
RH20 2AN

Headteacher: Mrs J Brown MA, NPQH



*Insert date here*

Dear Parents and Carers,

## Re: Emergency Lockdown Procedure

Our primary aim as a school is the safety and well-being of our pupils. To support us in achieving this we have many policies in place, including how we would respond to a potential incident, either in the community or directly affecting the school.

One of these policies is our 'Lockdown' procedure. The aim of this policy is to support our staff in safeguarding our pupils from a variety of potential hazards that may arise. These include:

- A reported incident or disturbance in the local community.
- An intruder on the site.
- 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

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

In the event of an emergency that requires the school to be locked down, the following actions may be taken: *(please note this is not an exhaustive list and is being provided as a summary only, exact actions will be dependent on the incident)*

- Staff will ensure all pupils are inside the school buildings and lock any outside doors and close any windows that may be open.
- If pupils are outside, staff will bring them back into their classrooms.
- A register will be taken and senior staff will be notified of any pupil not present and they will arrange a search for the missing pupil.
- Site and office staff will ensure all external doors are secured and closed.
- Emergency services will be notified.
- A message will be sent to parents and carers via our normal systems to advise of the emergency.
- Pupils will not be released from the school until the all clear is given.
- **Parents/Carers MUST NOT try to contact the school or come to the school until the 'all clear' has been given. This can both block essential routes of communications and hamper the emergency services.**

In the unlikely event that we have to put this process into action we need to ensure that parents are aware of the arrangements, as outlined above.

Kind regards,

**Mrs Joanna Brown**  
Headteacher

