

ST JAMES' LOCKDOWN POLICY

This policy has the School's Motto at its heart.

Faith in action,

Growing together,

Walking in the footsteps of Christ

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

- A reported incident or 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 e.g. smoke plume or gas cloud;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose.

The school's lockdown plan is as follows:

Signal for lockdown	Announcement through the school code blue
Signal for all-clear	Someone in person will come and advise

Full Lockdown Procedure

1. Staff will be alerted to the activation of the plan via the code blue announcement
2. Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If children remain outside they will hide or disperse if this will improve their safety. Teachers are responsible for their own class.
3. Those already inside the school should remain in their classrooms.
4. Lock / secure entrance points e.g. doors and windows to prevent any intruders entering the building.
5. Dial 112/999.
6. Ensure people take action to increase protection from attack:
 - Block access points e.g. move furniture to obstruct doorways
 - Sit on the floor, under tables or against a wall
 - Keep out of sight
 - Draw curtains/ blinds
 - Turn off lights
 - Stay away from windows and doors
7. Ensure that pupils, staff and visitors are aware of an exit point in case the intruders do manage to gain access.
8. If possible, check for missing/ injured pupils, staff and visitors.
9. Remain inside until all an all-clear has been given, or unless told to evacuate by the emergency services.
10. If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be sent

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan.

Partial Lockdown

Alert to staff: 'Partial lockdown'

This may be as a result of a reported incident or civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution etc.

Immediate action:

- All outside activity to cease immediately and pupils and staff return inside
- All staff and pupils remain in building and external doors and windows closed
- Movement may be permitted within the building dependent upon the circumstances but this must be supervised by a member of staff

All situations are different. Once all staff and pupils are safely inside, the Head teacher will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. 'Partial lockdown' is a precautionary measure that puts the school in a state of readiness, whilst retaining a degree of normality, should the situation escalate.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents. In the event of a lockdown, any incident or development will be communicated to parents as soon as is practicable. Pupils will not be released to parents during a lockdown. 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 their 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 the emergency services' 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 them to come and collect their children, and where this will be from

Parents will be told by email:

'...the school is in a full lockdown situation. During this period the telephones and entrances will be unmanned, external doors locked and nobody will be allowed in or out....'

Emergency Services

It is important to keep lines of communication open with 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 the emergency services depending on the severity of the incident that has triggered the lockdown. The emergency services will support the decision of the Head Teacher regarding the timing of communication to parents.

Monitoring and Evaluation

This policy will be updated in line with any new developments in the school and/or any new government guidance. It was last reviewed in: summer 2022. It will next be reviewed in: summer 2025

This statement of policy was approved by the Governing Body at their meeting on:-

Date: _____

Signed:

_____ (Chairperson)

_____ (Head teacher)