

# Newland St John's CE Academy

## LOCKDOWN PROCEDURES

### General Statement

Lockdown is the term given to protecting children and staff by keeping them indoors, in their classrooms or other safe locations. An example of when a lockdown may be appropriate would be in the event of a direct physical threat to staff and children by an armed person in or around the site premises.

In most cases this would be a precaution, on notification by the Police, of a threat in the community (Melsonby, 2010/Cumbria 2010). Very occasionally, a threat is present inside the site (Dunblane Primary Site, 1996).

Two levels of lockdown are provided in this document.

**Communication through any lockdown:** Communication with staff will include a range of methods including email, text messages to staff personal mobile phones, and where possible and safe to do so, in person.

### Partial Lockdown

**Partial Lockdown Alert to staff:**

**The fire alarm will sound for 3 seconds only, then be silenced.**

All Teachers and Support staff will be emailed with a brief message that states a partial lockdown is required and any further information available. Where possible and safe to do so, members of Admin and SLT will communicate messages in person.

Staff who are outside the school building will be alerted through communication using a 'Walkie Talkie'. Staff off site (school visit etc), will be alerted by calling the school visit mobile phone or staff mobiles phones.

- This may be as a result of a reported incident to the site or an occurrence that is happening within the site premises.
- Civil disturbance in the local community with the potential to pose a risk to staff and children in the site.
- It may also be as a result of a warning being received from a recognised emergency service regarding the risk of air pollution, etc.

### Immediate action:

- All outside activity should cease with immediate effect, children and staff to return to their classrooms/work spaces in a swift and safe manner.
- All staff and children remain inside the building and **all** external doors are locked and windows closed/locked until further notice. Nominated members of staff that are not directly supervising children are required to perform the task, if safe to do so, to ensure the ongoing safeguarding of the children.(See Appendix one)
- Children / staff and visitor register will be taken – the office will contact each area in turn for an attendance report.

## Lockdown Procedure

- At the discretion of the responsible person (Headteacher, or in their absence a member of the SLT), free movement within the building may be permitted dependent upon the known information or continued reporting of the incident / circumstances.

Each situation is unique and presents differing on-going challenges. Once the children / staff and volunteers etc. are accounted for the responsible person will conduct an on-going dynamic risk assessment basing their decision making primarily on advice received from the Emergency Services. All staff will be updated when applicable, and a written evidence log will be maintained throughout should it be required at a later stage.

'Partial Lockdown' is a precautionary measure and should be recognised that it places the site in a state of readiness (whilst retaining a degree of normality), should the situation be further reported to have escalated.

During the Partial Lockdown procedure, staff will maintain agreed open lines of communication (text messages via Parent mail and/or emails) and must not make unnecessary calls until further notice as this may delay the information sharing process to and from the responsible person.

In the event of an Air Pollution Incident being reported, all windows should be closed.

The responsible person will remain in contact with the appropriate Emergency Services team(s) and will make future dynamic risk assessment decisions with the assistance and advice of professional bodies regarding the prevailing threat. An evidence log should be completed, should it be required at a later stage.

## Full Lockdown

**Full Lockdown Alert to staff:**

**The fire alarm will sound in 3 second bursts, with silence for 3 seconds in between.**

**If the situation prevents access to the fire alarm control panel, whistles may be used by available staff . Whistles will be sounded in 3 second bursts, with silence for 3 seconds in between.**

All Teachers and Support staff will be emailed with a brief message that states a full lockdown is required and any further information available. Where possible and safe to do so, members of Admin and SLT will communicate messages in person.

**This signifies an immediate and significant threat to the site and may be an escalation of a partial lockdown or a spontaneous incident / event or occurrence in or near to the premises.**

**Immediate action:**

- All children, staff, volunteer's and third parties must rendezvous immediately to the following pre agreed area of the premises (if safe to do so):
  - **EYFS and KS1: Break-Out Space**
  - **Upstairs Classes: In normal classroom**
  - **Badgers and Foxes: Otters Classroom**
  - **Rabbits Class and Owls: Deer Classroom**
  - **Children with reduced mobility: Small room outside Foxes**
  - **Admin Staff: KS1 Break-out space**
  - **Staff in staffroom and community room should secure these rooms (see below) and move to the KS12 breakout space**
  - **SLT: Position in upstairs classrooms or KS1 breakout space - whichever is the closest, to their location in the building at the time of the full lockdown.**
- All external doors are to be locked immediately. Classroom doors locked if applicable. If it is safe to do so, the main entrance door should be locked. Nominated members of staff that are not directly supervising children are directed to perform tasks if appropriate to ensure the ongoing safeguarding of the children.
- All windows are to be closed and locked, if possible and blinds drawn.
- Internal offices - blinds should be lowered and the door to the Community Room must be locked. Any staff in the Staffroom should lower the shutters before leaving
- Children encouraged to remain quiet and remain out of public glare, (e.g. under a desk or around a corner) until further notice.
- If advised or the dynamic risk assessment requires it to maintain the safety of children and staff, doors could be barricaded.
- Children / staff and visitor register will be taken – the office will contact each area in turn for an attendance report. If it is not possible to safely supply a paper register, staff will be advised to take the register electronically.

Each situation is unique and presents differing on-going challenges. Once the children / staff and volunteers etc. are accounted for the responsible person will conduct an on-going dynamic risk assessment basing their decision making primarily on advice received from the Emergency Services. All staff will be updated when applicable, and a written evidence log will be maintained throughout should it be required at a later stage.

The lock down procedure will remain in force until it has been established from a member of the Emergency Services that the incident has been successfully resolved and no further risk is posed to the welfare and safety of the children / staff etc.

If the fire alarm sounds during the lockdown, the alarm panel will be checked and a decision made as to whether or not an evacuation of the building is required. **This alarm will be a constant sound for more than 3 seconds.** The decision will be communicated to staff by the responsible person (Head teacher), and/or a member of the SLT.

During the lockdown procedure, staff will maintain agreed open lines of communication (email and text messages) and must not make unnecessary calls until further notice as this may delay the information sharing process to and from the responsible person.

### **Communication between parents and the site**

Should a Lockdown occur, it is advised that developments are communicated to parents / guardians as soon as is practicable and in some cases in agreement with the emergency services and the most senior member of staff overseeing the incident. Parents will naturally be concerned, anxious and all accurate information releases will assist to alleviate undue anxiety.

Parents / guardians should be given enough information to enable them to understand the potential outcome and when possible time frames so that they:

- Are reassured that the site / emergency services understands their concern for their child's welfare, and that everything possible is being completed to ensure their safety.
- Parents / guardians must be made aware to refrain from directly calling the site's office. Calling the site will tie up telephone lines that will be required to be used by the responsible person and the emergency services.
- Parents / guardians must refrain from initially attending the site. This may interfere with the emergency provider's access / investigation and may put themselves and others in danger.
- Parent / guardians must wait patiently until a safe and satisfactory outcome has been achieved and agreed by all parties, where a designated safe area will be identified for the safe handing over of the children to their parents / guardians.

During the initial "breaking news" of the incident it is vital that all parents are reassured regarding the welfare and safety to their children is paramount and that the matter is being dealt with by the emergency services and Hull City Local Authority jointly to resolve the matter as soon as possible with little impact to the children and the wider community.

However it must also be stressed that at this time **"the site is in a full lockdown procedure. During this period the switchboard and entrances will be unmanned, external doors will be locked and no person is allowed in or out of the premises until further notice.**

### **Emergency Services**

It is vital that the communication lines remain open to the Emergency Services at all times, they are best placed to offer advice / assistance as a situation develops. A decision may be taken to cordon off the premises partially or as a whole by the Emergency Services. This will be dependent on the severity of the incident that has led to a Lockdown procedure taking effect.

The emergency services will support the responsible person and Hull City Council in the decision making processes and the timing of communication to parents, the press etc.

Should a prolonged lockdown incident occur, Hull City Council and its partners have the capacity

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to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area and other predetermined facilities.

### Post Lockdown

Further assistance will be provided by Hull City Council and its partners in dealing with the effects of the incident to all persons involved.

<b>Signed:</b>	
<b>Date:</b>	November 2022
<b>Review Date:</b>	November 2023