



'Ready for Anything' Procedures

School Lockdown Policy and Procedure: March 2024

Lockdown Guidance and Procedures

The Government requires all council sites including schools to consider the need for robust and tested lockdown procedures. Full lockdown and partial 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, pupils, parents or visitors.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. This may 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.

There are a wide variety of scenarios which may trigger a school's lock down procedures. Some examples may include:

- A reported incident, e.g. 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 cause risk to staff and pupils).
- A warning received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.).
- A major fire in the vicinity of the school.
- The close proximity of a dangerous animal roaming loose.

School Security

In developing a viable and robust lockdown procedure for Woodford Primary School, we have in place a number of physical systems to improve security. These include:

- Perimeter fencing around the entire site making it difficult to access the playground when it is locked.
- All gates are locked and can only be unlocked by a security fob or by a member of staff remotely.
- Some internal doors are secured with a fob system which electronically secures the door, so there is no access beyond.
- All classroom doors can be locked quickly and efficiently from inside.
- There are 3 entry control points before visitors can access the school via the main entrance.
- An intercom is used on the external gate for visitors to identify themselves prior to entering the school grounds.
- Car parking for visitors is controlled with the access to site monitored via CCTV and intercom.

To ensure the school lockdown procedures are effective the school will:

- Conduct a number of table-top exercises with the senior management team to test the procedure against various scenarios.
- Rehearse lockdown arrangements with staff and pupils – done in a suitable way that does not upset the children i.e. with the use of a story 'wild horse in the playground'.

- Display lockdown drill information in every classroom alongside information relating to fire and evacuation drills.

School Lockdown Arrangements

The school has two levels of Lockdown – Partial and Full.

Partial Lockdown - This may be as a result of a reported incident/civil disturbance in the local area 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. Partial lockdown is a precautionary measure which ensures that the school is in a state of readiness should a situation escalate, whilst enabling a degree of normality to continue.

Full Lockdown - This signifies an immediate threat to the school and may be an escalation of a partial lockdown. There is no attempt to continue the normal business inside the school building and no movement around the school unless absolutely necessary and in response to changing circumstances.

Partial lockdown procedures:

Alert to staff: Once the Head teacher or Deputy Head teacher has decided to instigate a partial lockdown the office staff will:

1. Contact all classrooms and state 'partial lockdown' to the teacher in charge of the class at the time. The teacher must share this status with any other adult in the classroom e.g. teacher assistants. Office staff will share this contacting process between them. They will also call through to other non-year group linked spaces i.e. school field, staff room, library and pastoral rooms. The communication will be via telephone.
2. Contact WeST, Local Authority and Emergency services if necessary.
3. Send a short, internal email to all staff advising of the situation; all teachers during partial lockdown should be logged into their email system as will be a discrete tool for circulating non-urgent information.

Immediate Action

- All outside activity to cease immediately, pupils and staff return to the main building closing doors behind them.
- Head teacher or Deputy Head will walk around the outside perimeter of the school and ensure that any staff and pupils working outside are alerted to the partial lockdown status.
- If it is break time, the school firstly decide if the instigation of partial lockdown can be delayed until the end of break; this will help to avoid confusion. However, if it must be instigated during break time, the 'wet play' procedure will be initiated as a prompt for pupils and staff to come inside; senior staff will move quickly through the playground instructing all staff and pupils to move indoors.
- All staff and pupils remain in the main building and all external doors and windows closed.
- Site Manager, if on site, Headteacher, Deputy Headteacher and Office staff will walk through the school and ensure that all external doors are closed and that the external classrooms are secure. All doors, once shut, cannot be opened from the outside.
- Free movement will be permitted within the building unless circumstances are such that this is not possible.
- All situations are different, once all staff and pupils are safely inside; senior staff will conduct an ongoing and dynamic risk assessment based on advice from WeST, the Local Authority and Emergency Services and changing circumstances.
- Emergency Services will advise as to the best course of action in respect of the prevailing threat if deemed necessary to contact them.

Full Lockdown Procedures

Alert to staff: Once the Head teacher has decided to instigate a full lockdown, the office staff will:

1. Call all classrooms and state 'full lockdown' to the teacher in charge of the class at the time. The teacher must share this status with any other adult in the classroom e.g. teacher assistants. Calls will be made to other non-year group linked spaces i.e. school field, staff room, library, pastoral rooms etc.
2. Contact the Emergency Services, WeST and the Local Authority.

Immediate Action:

- Office staff will ensure they are in a safe space which will allow for communication (could be the Heads office or other offices as appropriate).
- All pupils and staff return immediately to their classrooms or, if there is a risk associated with accessing any particular classroom, go into a nearby room.
- Headteacher and identified staff will walk through the school and ensure that all external doors are closed. Most of the doors, once shut, cannot be opened from the outside. The main entrance to the school will also be locked to prevent access to the school.
- All classroom doors to be locked. Classroom windows will be closed/locked, blinds drawn and lights extinguished.
- Pupils will sit together in their space or carpet area, quietly and out of sight as much as possible.
- Teachers to do a head count of the pupils in their class and confirm through taking a register. Headteacher should be made aware of any pupil not accounted for; staff should not search for a missing pupil unless it is certain where the pupil is, the location is nearby and there is no apparent risk in that vicinity.
- Staff should avoid making unnecessary call to the office as this could delay more vital communication.
- School remains in full lockdown until it is lifted by a senior member of staff. The lifting of full lockdown – or the downgrading to partial lockdown – will be initially shared via telephone and then via the school email system – all staff to ensure that email accounts are open.
- At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building. All staff and pupils to make their way to the normal evacuation point.

Additional Support

Any child or member of staff requiring additional support will follow the information and guidance outlined in their PEEP, provision plan or wellbeing support plan. This information is stored and recorded in the emergency red box located in the Headteacher's office and stored electronically in the emergency section of the administration school Teams folder.

Communication between parents and school

- School lockdown procedures, especially arrangements for communication with parents, will be on the school website and parents will be signposted to this information periodically in routine communication such as newsletters.
- In the event of a full lockdown, the incident or development will be communicated to parents as soon as is practicable. Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.
- The office staff, once secure themselves and all other procedure outlined above, will send a text message via the text system stating:

'The school has gone into full lockdown. This is because Every effort is being taken to keep the children safe. During this period, the telephone system and entrances will be unmanned, external doors locked and nobody allowed in or out of the school. Do not contact the school as this will tie up emergency telephone communications. Do not come to the school as your child cannot be released to you. Wait for the school to contact you when it is safe to come and collect your children'

- The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.