



# Heart of the Community

## Western Springs Community Primary School



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### Lockdown Policy

*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/ 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)**
- **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:

#### **Signals**

- 3 Long rings of the school bell will signal a lockdown.
- 3 Long rings of the school bell will signal all-clear, SLT will also attend to verbally state the potential risk has been cleared.

#### Lockdown

- All classes to remain in own classrooms
- All doors internal and external to be secured, windows to be secured.
- In the event of Lockdown Mrs Biddle to ensure all KS2 Doors and Windows Secured including corridor. Mrs Talbot to ensure KS1 doors are



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secured including community room, PPA. Mrs Wellings to ensure all office/ school reception doors and windows secured.

- Teachers and TAs will register children
- **Any children on the school field and to be made aware and brought back into the school via the closet entrance which is then to be locked.**
- The school office will be incident headquarters, Mrs Blamire will liaise with staff in nursery via telephone. If staff need to speak to the office then mobile phones, or school phones can be used.

**In the event that somebody is taken hostage on the premises the school should seek to evacuate the rest of the site ASAP.**

In the event of a lockdown the following should be completed and ticked

Initial Response	Tick/ Sign
Ensure all pupils are inside the school building. Alternatively ask pupils to hide or disperse if this will improve their safety. Pupils to take cover under tables if appropriate.	
Lock/ Secure entrance point's e.g doors and windows to prevent the intruder entering the building.	
Dial 999. Dial once for each emergency service that you require.	
Ensure People take action to increase protection from attack: Block access points e.g Move furniture to obstruct doorways (NOT IN EVENT OF FIRE)	



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Sit on the floor, under tables or against a wall. Keep out of sight. Draw blinds and curtains, stay away from windows and doors. Class teachers to take responsibility for own class.	
Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing/ injured pupils, staff and visitors	
Remain inside until an all-clear has been given or unless told to evacuate by the emergency services.	

- Staff will be alerted to the activation of the plan through the school bell ringing 3 long rings.
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If children must remain outside they will hide in the wooded area.
- Those inside the school should remain in their classrooms
- All external doors and as necessary windows are locked. Depending on the circumstances, internal doors may need to be blocked (NEVER IN A FIRE)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via a school phone or mobile and instigate an immediate search.
- Staff should encourage the pupils to stay calm
- As appropriate the school office will establish communication with the Emergency services and notify Staffordshire County Council via the school emergency number.
- Parents will be notified as soon as it is practicable to do so via text messaging (parents should be informed not to approach school)



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- Pupils will NOT be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded and SLT will give a verbal message.

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

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. 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, pupils and staff return to building.
- All staff and pupils remain in building and external doors and window shut and locked.
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on the advice from the Emergency Services. This can then be communicated to staff and pupils.

Partial lockdown is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

**In the event of an air pollution issue, air vent must be closed (where possible and safe) as an additional precaution. Emergency services will advise as to the best course of action in respect of the prevailing threat.**



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### **Full Lockdown**

Alert to staff full lockdown - 3 long rings of the school bell

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

### **Immediate action**

- All pupils return to classroom
- External doors locked, and windows locked. Classroom doors blocked where possible.
- Windows shut, locked and blinds drawn, pupils sit quietly out of sight (under tables or in corners with no windows)
- Register taken/ head count - office to contact each class in turn for and attendance report.
- Staff and pupils remain in lockdown until it has been lifted by a senior member of staff/ emergency services.
- Lead staff to secure their areas- Mrs Biddle KS2, Mrs Talbot KS1/ Early years.
- At any point during the lockdown the fire alarm may sound and a verbal message from senior staff to signal evacuation.
- Staff will not make unnecessary calls to the office to keep the lines of contact open.

### **Communication between parents and the school**

School lockdown procedures, especially arrangements for communicating with parents will be routinely shared with parents either by newsletter or via the school website.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen so they:

- Are reassured that the school understands their concern for their child's welfare and that it is doing everything possible to ensure his/her safety.



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- Do not need to contact the school. Calling the school could tie up the telephone lines that are needed for contacting emergency services.
- Do not come to school. They could interfere with emergency providers access to the school and may put themselves and others in danger  
**(Parents will not be permitted access into the school)**
- Wait for the school to contact them about when it is safe to collect their child and where this will be from.

**Parents will be told:**

**".....the school is in a full lockdown situation. No access will be permitted to parents into the building, please do not phone reception as phone lines are required for emergency service contact. You will be kept updated"**

### **Emergency Services**

It is important to keep lines of communication open with 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 emergency services depending on the severity of the incident that has triggered the lockdown.

Emergency services will support the decision of the Head teacher with regarding the timing of communication to parents.

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



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July 2017

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