



LOCKDOWN POLICY

A handwritten signature in blue ink, appearing to read 'D. Grek'.

Governors Approved:
Date Approved: 9 July 2020
Review date: April 2023

Rationale

Causeway Green Primary School is implementing this policy to ensure that in the event that pupils and staff are faced with hazards in the school grounds or outside the school, they may be locked in the building for their own safety.

Lockdown procedures may be activated in response to any number of situations, including:

- a reported incident or disturbance in the local community
- an intruder on the site
- a major fire or local risk of air pollution in the vicinity of the school
- the close proximity of a dangerous dog.

The purpose of these procedures is to provide instructions for staff in the event of an incident that requires whole school lockdown. These instructions should be read in conjunction with the school fire evacuation instructions, the school safeguarding policy and the school business continuity plan.

By its very nature, any incident requiring lockdown may be unpredictable and all staff should be alert to the security of the school site and procedures for maintaining a secure site. They should also be aware of the guidance in Appendix A on how to respond to an attack: Run, Hide and Tell.

Aims

Our aims are to provide a safe and secure environment for our pupils, staff and visitors and to establish protocols and procedures that effectively monitor and manage a potentially dangerous situation

Implementation

It is important that the school's lockdown procedures are familiar to all staff and pupils. To achieve this a lockdown drill will be undertaken once a term.

Parents should also know that the school has a lockdown policy. A copy will be placed on the school's website and will also be available from the school office. Our lockdown procedure is also included in our visitor booklet.

Procedure

In the event of an emergency situation, the most senior member of staff or Business Manager will make the decision to impose lockdown and sound the alarm. The most senior member of staff or Business Manager will also notify and consult with emergency services.

The procedures to be followed are outlined in further detail in the Emergency and Business Continuity Plan.

If an incident occurs during lesson time:

- Lockdown will be indicated by 3 short beeps using the playtime bell.
- All children are to remain in their classrooms
- Staff to use the word 'lockdown' and pupils and staff are to quickly and silently hide under desks/in stock cupboards.

- The adult in the room is responsible for shutting the blinds and turning off the lights.
- Turn mobile phones to silent.
- Staff to encourage children to stay calm.
- Any children unattended out of their class are to return to their classroom quickly and quietly with the exception of Year 6 pupils who will go to the nearest classroom.
- Any groups that are working outside the classroom should be taken to the nearest safe place to hide by the adult working with them
- Staff and pupils remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services.
- End of lockdown is indicated by a further 3 short beeps on the same bell.
- At the end of the lockdown, check fire register as soon as is practical to ensure all children accounted for.

If an incident occurs during lunchtime:

- Lockdown will be indicated by 3 short beeps using the playtime bell
- This will then be followed by the lunchtime superintendent announcing 'lockdown 1 on the walkie talkies to alert all lunchtime staff, particularly those that are outside the building and may not have heard the internal bell. At this point all walkie-talkies will be turned off immediately
- Reception staff on playground should bring children back into classrooms to hide in the cupboards

Key Stage 1:

- Staff on playground will blow whistle 3 times to indicate to children that lockdown procedure is in place.
- The children will then be lined up and brought into school as quickly and quietly as possible.
- Once inside the children will go back to their classrooms and hide.
- Staff are responsible for turning off any lights, closing any blinds and making sure children are hidden before hiding themselves.

Key Stage 2:

- As for KSI, a whistle will be blown 3 times to indicate to children that the lockdown procedure is in place and that they must line up quickly, quietly and wait for instructions
- y5/6 - children will go to their own class to hide
- y3/4 - children will hide in both y3 classrooms
- Staff are responsible for turning off any lights, closing any blinds and making sure children are hidden, before hiding themselves.
- In the dining hall children to hide under tables
- In the gym children to hide in cupboards
- In the hall children to hide behind curtains if possible
- Children in the corridors when the bell goes off to go to their classroom and hide
- Children in the toilet to stay in there until the signal is given to come out Kitchen staff are also to hide
- If on the field, hide behind the trees at the far end. After the bell has rung to indicate it is safe to come out, a whistle will also be blown (3 short whistles) to indicate to anyone on the field that it is safe to return to building
- Dinnertime clubs - stay in room and hide

- Staff and pupils remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services.
- At the end of the lockdown, check fire register as soon as is practical to ensure all children accounted for.

Following a lockdown procedure, consideration needs to be given as to the well-being of staff and pupils. The safeguarding team will be responsible for assessing the situation and implementing any counselling needs that may be deemed necessary to support the emotional and mental health of those involved.

Training

Staff are informed about lockdown procedures; our policy is on the school shared area; staff aware of the run, hide and tell practice (Appendix A).

Pupils are informed about lockdown procedure, reminded at the start of each academic year and practise once every term.

Information is sent to parents in a newsletter informing them that we have a lockdown procedure; the policy is available on the school website

Review

This policy will be reviewed every 3 years.

APPENDIX A: Stay Safe

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website <https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

RUN Escape if you can. Consider the safest options. Is there a safe route? RUN if not HIDE. Can you get there without exposing yourself to greater danger? Insist others leave with you. Leave belongings behind.

HIDE If you can't RUN, HIDE. Find cover from gunfire. If you can see the attacker, they may be able to see you. Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal. Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls. Be aware of your exits. Try not to get trapped. Be quiet, silence your phone. Lock / barricade yourself in. Move away from the door.

TELL Call 999 - What do the police need to know? Location - Where are the suspects? Direction - Where did you last see the suspects? Descriptions — Describe the attacker, numbers, features, clothing, weapons etc. Further information — Casualties, type of injury, building information, entrances, exits, hostages etc. Stop other people entering the building if it is safe to do so.

Armed Police Response - Follow officers' instructions. Remain calm. Can you move to a safer area? Avoid sudden movements that may be considered a threat. Keep your hands in view.

Officers may point guns at you; treat you firmly; question you; be unable to distinguish you from the attacker. Officers will evacuate you when it is safe to do so.

RUN HIDE and TELL leaflet http://www.npcc.police.uk/StaySafeAssets/NPCC_CT_A5%202pp.pdf

Stay Safe Film for training <https://www.gov.uk/government/publications/stay-safe-film>