



# HARTWELL PRIMARY SCHOOL

## Lockdown Policy

Hartwell Primary is a Voluntary Controlled academy and, recognising its historic foundation, works to preserve and develop its religious character in accordance with the principles of the Church of England. This includes the active promotion of Christian and British values and the respecting of those of other faiths or none.

*'Believe, Aspire, Grow'*

Date agreed: Spring 2019

Review date: Spring 2022

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, students, parents or visitors.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. This may also 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 are to be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required.

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

- A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud etc;
- A serious or emergency accident or incident requiring the emergency services at the school;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose;
- A swarm of bees or wasps;
- Dense fog where pollution could cause breathing difficulties;
- Wild animals on site e.g. foxes;
- Volcano Ash Cloud;
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and students in the school;
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to students, staff or parents;
- An intruder on the school site with the potential to pose a risk to staff and students;

The school's lockdown signals would be a verbal message from the Headteacher or Deputy Headteacher or Admin Officers.

Signal for the all-clear: Email and text message from the school office followed by a verbal response from the designated persons: Headteacher; Deputy Headteacher; Admin Officer.

#### **Full Lockdown:**

- Students remain in their classrooms.
- Students outside return to classroom
- Office staff to go to HT's room
- Staff in the staffroom to go to Year 3
- Children and staff occupying the Music Room or Happy Hols, go to Year 3 if it is safe to do so.
- If the lockdown occurs at break or lunchtime, as long as safe to do so, teaching staff should return to their classroom to support their students.

Entrance points should be secured e.g. doors and windows

- All gates are secured
- External doors closed and locked.
- Internal doors are closed (they may also be locked depending on the dynamic risk assessment carried out at the time)
- All windows closed and locked.

#### Communication:

- School telephones to be kept free to send messages.
- Private mobile phones to be switched on ready to receive or send text messages and instructions.
- Email via classroom laptops or computers.

#### Notes:

- If someone is taken hostage then the school should seek to evacuate the rest of the site.
- All should move to the Community Centre for safety if possible.

#### **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 students in the school. This would be where students needed to stay in their classroom and not wander around the school site. It may also be as a result of a major incident occurring in the school which it may not be appropriate for students to witness or be exposed to, for example a first aid emergency, or may be a warning received regarding the risk of air pollution, etc.

#### Immediate action:

- All outside activity to cease immediately, students and staff return to building.
- All staff and students remain in building and external doors and windows locked
- Movement may be permitted within the school buildings dependent upon circumstances but this must be supervised by a member of staff
- All situations are different, once all staff and students are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on the information available and advice given from the Emergency Services or other outside agencies. This can then be communicated to staff and students.
- '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 and need to revert to a full lockdown.
- In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.
- During the lockdown, staff will keep agreed lines of communication open, via phones, mobiles and computer email, but will not make unnecessary calls to the central office as this could delay more important communication.
- Actions to be taken where possible to ensure that the incident does not re-occur.

#### Communication between parents and the school:

- The School's lockdown procedures will be published on the school website and routine practices communicated with parents by Parentmail, newsletter or via the school website with information regarding the effectiveness of the procedure.
- In the event of an actual full lockdown or partial lockdown, any incident or development will be communicated to parents as soon as is practicable; 'Hartwell Primary School is in a full/partial lockdown situation. During this period the phones, office and entrances will be un-manned, with external doors locked. Please wait for further instructions and information.'
- Parents will be given enough information about what will happen/is happening or has happened 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.
- Parents will be reassured that any measures needed to ensure the incident does not re-occur are put into place;

- Parents are asked not to contact the school during a lockdown or immediately afterwards. Calling the school could put pupil's safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, parents or Local Authority.
- Parents are asked not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger;
- Parents need to wait for the school to contact them about what happens next and when it is safe for them to collect their children, and where this will be from (if this is deemed necessary).
- Parents will be informed when the 'all clear' has been given.

#### Emergency Services:

- It is important to keep lines of communication open with outside agencies and 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 Emergency Services depending on the severity of the incident that has triggered the Lockdown;
- Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents;
- In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area;
- 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 students should also be aware of the plan. Regular practices similar to Fire Evacuation Practices will increase their familiarity.

#### **Monitoring and Review of Procedure following Lockdown**

Following a lockdown (whether a drill or a real lockdown situation), the Headteacher will consult with staff to review the effectiveness of the procedure and make amendments accordingly. Should any changes need to be made, changes will be made to the policy and procedure and the governing body will be informed.