



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: Summer 2021

Review date: Summer 2024

1. Statement of Intent

- 1.1. 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.
- 1.2. 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.

2. Definitions

- 2.1. 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.
- 2.2. Lockdown procedures may be activated in response to any number of situations, but some of the more typical 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; (please note this is extremely rare)

3. Initiating and Ending Lockdown Procedures

- 3.1. The school's lockdown signals would be a verbal message from the Headteacher or Deputy Headteacher or Admin Officers.
- 3.2. Signal for the all-clear: a message sent via Microsoft Teams followed by a verbal response from the designated persons: Headteacher; Deputy Headteacher; Admin Officer

4. Full Lockdown:

4.1 Location instructions:

- Children and staff remain in their classrooms
- Children and staff remain outside return to their 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 return to their classroom if it is safe to do so, alternatively, go to Year 3
- 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. Midday Supervisors are to go the classroom of the children that they are supervising at that time.
- Any visitors or volunteers in school must go to the classroom for which they are supporting or report to the headteacher's office depending on which location is closest at the time the lockdown is called
- Catering staff should remain in the kitchen

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

- All gates are secured by the Admin Officer or School Business Manager
- External doors are closed and locked. Classroom staff are to ensure their classroom external door is closed and locked. The lobby door, kitchen door, the door next to the staffroom and the main front entrance are to be closed and locked by the Admin Officer or School Business Manager
- In some circumstances it may be necessary to lock lockable internal doors. This will be done by the Admin Officer or the School Business manager under the Headteacher's direction.
- All windows closed and locked.

4.3 Communication:

- School telephones to be kept free to send messages.
- Microsoft Teams should be open at all times in the classroom as standard practice. Teams will be the primary source of communication internally during a lockdown.
- Personal mobile phones to be switched on ready to receive or send messages.
- The Admin Officer, School Business Manager and the headteacher are to communicate through walkie-talkies on a pre-agreed channel.

4.4 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. This will happen under the direction of the headteacher.

5. Partial Lockdown:

5.1 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. 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, for example a first aid emergency, or may be a warning received regarding the risk of air pollution, etc.

5.2 This would be where students needed to stay in their classroom.

5.3 Immediate action:

- All outside activity to cease immediately, students and staff return to their classrooms.
- 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 children's movements must be supervised by a member of staff. The headteacher will direct staff via a Teams message if movement around the building is permitted in a partial lockdown.

- 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 **via Teams**.
- '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 **Teams and personal mobile phones**, 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

6. Communication between Parents and the School during a Lockdown Situation:

- The School's lockdown policy communicated with parents **by Parentmail, requesting that this policy is not shared with anyone outside the school community. Information on drills or follow up to a lockdown will be communicated to parents either via Parentmail or Class Dojo.**
- 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, 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.

7. Communication with the 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.

8. Children with SEND or Additional Needs

8.1 It is recognised that a lockdown situation can be a heightened time of stress. What happens in a lockdown situation is communicated to children and how the measures taken are to keep them safe. All children will experience practice drill for lockdown at least annually.

8.2 Some children will need additional support measures to keep levels of worry to a minimum in a lockdown situation. For these children an individual support plan is in place and is shared and understood by the child, relevant staff and the child's parents. Following any lockdown situation, including a drill, the plan will be reviewed to ensure that the child is supported effectively.

9. Monitoring and Review

9.1 This policy is reviewed by the headteacher every 3 years or sooner, when there is a change in practice.

9.2 Following any drill or lockdown situation the protocols are monitored to consider their effectiveness as a safety mechanism.

Appendix 1 - Individual Lockdown Support Plan

Child's name:	
Nature of Concern:	
Medical Conditions/SEND:	
Intent of Plan:	
Proactive Strategies (Readiness for a lockdown situation)	
Strategies: •	Person responsible for leading the strategy: •
Reactive Strategies (Strategies used during a lockdown situation)	
Strategies: •	Person responsible for leading the strategy: •
Follow up strategies post lockdown	
Strategies: •	Person responsible for leading the strategy: •
Teacher signature:	
Parent signature:	