

Hall Green Primary School



Lockdown Procedures

Adopted on behalf by the Full Governing Body on: 23.11.23

To be reviewed: July 2024

Signed.....(Chair of Governors)

Date.....

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Introduction

Lockdown procedures may be activated in response to any number of situations, but some of the more typical ones might be:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community.
- An intruder on the school site with the potential to pose a risk to pupils, staff and visitors.
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog or other animal roaming loose.

It is important to recognise that this guidance cannot detail every potential circumstance that may prompt lockdown procedures to be initiated, nor can it foresee how each circumstance may unfold. This document provides direction regarding the key areas which will need consideration in all such emergency situations.

Ensuring pupil safety will rely on all staff being confident to implement the direction provided in this document, but also being confident to remain calm and make the decisions necessary to maintain pupil safety at the time.

Procedures

Lockdown signal

Staff will be alerted to the activation of the plan by the ringing of a hand bell in the school building (both upstairs and downstairs), and on the playground.

Action if lockdown signal sounded

- Pupils who are outside the school building will immediately be brought inside by staff who are on duty.
- If no member of staff is on duty, but pupils are on site (i.e. immediately before or after school), those adults nearest to the external doors will immediately stand outside the doors to call or ring the hand bell, if it is immediately available, to ensure children come inside as quickly as possible.
- Those pupils inside the school should remain in their classrooms (unless directed otherwise).
- All external doors will be locked.
- All windows in communal areas will be shut and locked as staff pass, but this must not hinder the swift transfer of pupils to their/a classroom.
- Classroom doors and windows will be locked
- Depending on the circumstances, office, staffroom and classroom doors & windows will also be locked.

Logging all accounted for

- If a lockdown is signalled during the school day, the class paper register will be taken to ensure all children present that day are accounted for
- Staff will be responsible for ensuring all adults based in their room are also present

Missing children or adults

- Children or adults who are not in their expected classroom will be reported to SLT and the main office by text
- Administrative staff will confirm by text that the missing child or adult is still on the premises.
- Administrative staff will inform the class teacher and senior leaders as soon as possible if those children or adults had left prior to lockdown.
- The Senior Leadership Team will instigate and immediately search for any missing pupils.
- Staff will encourage pupils to keep calm.
- Staff will then await further instructions.

Notifying external agencies

- Sandwell School Organisational Team will be notified by the Head Teacher on 0121 569 8341
- Where the incident may have a wider impact than just school itself Sandwell's Resilience Unit will be notified by the Head Teacher (or as delegated to appropriate member of SLT) on:
 - 0121 569 3313/ 3983 (office hours) or
 - 0121 569 6800 (out of hours).

Evacuating the building

- If it is necessary to evacuate the building once lockdown procedures have been put into place, the fire alarm will be sounded. Staff will assist children in evacuating the building as they would in any other circumstance, congregating at their allocated assembly points unless told otherwise.

Notifying parents

- Unless instructed otherwise by the emergency services, parents will be notified via text as soon as it is practicable to do so.
- Pupils **will not** be released to parents during a lockdown.
- If the building has been evacuated, pupils cannot be released into the care of their parents until a member of the SLT indicates that this can be done.
- A member of the SLT will ensure that parents are aware of why their children are not being released immediately and will request that they stand at a distance from the lines of children so that each child can be released safely and staff are secure that they are in the care of their responsible adult.

Policy implementation

- It is of vital importance that the school's lockdown procedures are familiar and meaningful to all members of staff.

To achieve this, the whole staff will consider their own space in school in relation to the procedures as part of annual staff training.

- Parents will be made aware that the school has emergency procedures in place. It will be made available on the school's website.

Partial Lockdown

Partial lockdown should be seen as a precautionary measure that puts the school in a state of readiness should the situation escalate, whilst retaining a degree of normality.

Immediate Actions

- The Head teacher will establish communication with the Emergency Services as soon as possible when this is deemed appropriate.
- Staff on duty will be alerted via the hand bell being rung.
- All outside activities will cease immediately with pupils and staff returning indoors.
- All pupils and staff will remain indoors
- External doors and windows will be closed and locked (where possible).
- The Head teacher will decide if movement can be permitted within the building, depending upon circumstances.
- All situations are different:
Once all pupils and staff are safely indoors, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services, or if this is not immediately available, based on their assessment of the circumstances. This will then be communicated to staff as quickly as practicable.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

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

Immediate Actions

- The Head teacher will establish communication with the Emergency Services as soon as possible when this is deemed appropriate.
- All pupils will return to their base classroom unless instructed otherwise or unless the staff in charge deem this travel to increase the risk.
- External doors will be shut and locked as soon as possible.
- Classroom doors will be locked by the member of staff with the class using the internal thumb-turns (no key is necessary to lock or unlock internal or external classroom doors from the inside – thumb-turn locks enable this to be done) and by using the sliding bolt lock installed towards the top of all classroom doors.
- Windows will be locked and blinds drawn.
- Lights and monitors will be turned off.
- Pupils will sit silently and out of sight (eg under desk, behind solid walls and doors)
- Registers will be taken – the class teacher will contact the senior leaders and administrative staff via text to alert them of any child who cannot be located.
- Staff mobile phones to be used as line of communication with SLT will be set to silent with no vibrate and screen brightness set to dimmest possible
- ALL other phones and devices will be switched off.
- Staff and pupils will remain in lockdown until it has been lifted by the Head Teacher or the Emergency Services.
- If at any point during lockdown the fire alarm sounds, this indicates that the building must be evacuated immediately.
- During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to senior management or the administrative staff as this could delay more important communications.

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- Internal communication will be by text. Staff should ensure their phones are set to silent and await further instruction.
- The Head Teacher will be responsible for directing all internal and external communication.
- Staff mobile phone numbers are stored in defined user groups which may be used to communicate instructions via text messages in an emergency. These user groups will be kept up-to-date by the Office Manager.
- If necessary and appropriate without increasing the risk to any member of staff, the internal phone system may be used to contact adults in specific areas of the school.
- Schools Internal Phone System:
 - 201: Main Office (Mrs S Guttridge)
 - 202: Main Office (J Bhogal)
 - 203: Deputy Head Teacher's office (K MacDiarmid)
 - 204: Head Teacher's office (A Gilbert)
 - 205: Safeguarding Officer's office (A Shipley)
 - 206: Site Manager's office (Mr S Guttridge)
 - 207: Kitchen
 - 208: Nursery
 - 209: Y1 intervention room
 - 210: Parent room
 - 211: NA
 - 212: NA
 - 213: Staffroom

Communication with Parents and Carers

In the event of an actual lockdown parents will be notified via text as soon as is practicable (see Appendix 1). Where possible, the regular communication of accurate information will help to alleviate parental anxiety.

Communications will aim to ensure that parents and carers are:

- assured that the school understands their concerns for their child's welfare.
- assured that the school is doing everything possible to ensure their child's safety.
- advised not to contact school as calling school could tie up the telephone lines that are needed for contacting emergency service providers and that it may not be possible for anyone to answer their call.
- advised not to come to the school since this could hinder emergency service providers and may result in putting themselves and others in danger.
- advised to wait for the school to contact them about when it is safe to come and collect their children, and where this will be from.

Emergency Services

- It will be 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 dependent upon the severity of the incident that has triggered the lockdown.
- Emergency Services will support the Head Teacher, providing advice regarding the timing of communication to parents.
- In the event of a prolonged lockdown or more severe scenario, Sandwell Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for family members outside of the cordoned off area.

Lockdown Situations when Away from School

- The Risk Assessment carried out prior to all off site trips will identify procedures to be carried out if an emergency situation arose that was out of the control of staff who are supervising the pupils on the trip.
- Guidance will be given to pupils prior to the trip, and will be reinforced during the trip itself. As a minimum, pupils will be shown an emergency meeting point if the party were to be separated and children reminded to follow instructions from the Emergency Services if necessary.
- For residential trips staff leading the trip will identify areas of the building where they are most likely to be able to protect the safety of the children in their care.

APPENDIX 1

EMAIL TO PARENT/CARERS IN THE EVENT OF FULL LOCKDOWN

Dear Parent/Carer

An emergency situation has arisen at school. Consequently, we are in full lockdown as per our agreed procedures.

This means:

- Your child's safety and wellbeing is our primary concern.
- You must not contact school as calling school could tie up telephone lines needed for emergency services
- Do not attempt to collect your child as this could interfere with access to the site for emergency services and could place you or others at risk.
- We will contact you when you are able to collect your child.

We know this message is likely to give considerable concern. However, please follow our guidance to help us to maintain your child's safety. We will update you with further information as soon as we are able.

GROUP TEXT TO PARENTS/CARERS

We are in full lockdown. Please follow our guidance to help maintain your child's safety: do not contact school or collect your child. We will update ASAP.