



Brompton Community Primary School.

Lock Down Policy and Procedures



Rationale

As part of our Health and Safety policies and procedures, the school requires a Lockdown Policy. On very rare occasions, it may be necessary to seal off the school so that it cannot be entered from the outside. This is a School Lockdown.

What is a School Lockdown?

A school lockdown is a safety procedure used when there is a threat to the safety of pupils, staff, and visitors. This may occur due to various situations, including:

- An intruder on school premises
- A nearby incident posing a risk, such as a chemical spill or proximity of dangerous dogs or attempted access by unauthorised persons intent in causing harm/damage that may have the potential to pose a risk to staff and pupils in the school.
- Civil disturbances in the local community.

This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

Types of Lockdowns

1. **Partial Lockdown:** This is initiated when there is a threat outside the school. All students and staff are required to stay inside the building, and external doors are locked to prevent entry. Staff will take attendance to ensure everyone is accounted for.

2. **Full Lockdown:** This occurs when there is an immediate threat inside the school. Staff and students must lock classroom doors, close blinds, and remain out of sight until the situation is resolved. No one is allowed to leave their classrooms during this time.

Notification of Lockdown

Staff will be notified that lockdown procedures are to take place immediately on hearing **5 bursts of the school bell** and **Foundation Stage will be informed by admin using 'Lockdown, lockdown, lockdown' warning.**

Procedures:

Follow the **CLOSE** procedure:

- Close all windows, blinds and doors
- Lock up (If possible)
- Get out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lockdown for some time

Office staff will inform 'The Hive' and ring Caretaker using 'Lockdown, lockdown, lockdown' warning.

PROCEDURE FOR CLASSES/STAFF BASED OUTSIDE THE MAIN SCHOOL BUILDING

All outside activities must cease immediately, pupils and staff must return to the building.

Any staff who hear the lockdown alarm when approaching the building (ie staff returning from lunch/arriving during the school day) should remain outside the school boundary and await instruction from the emergency services.

In the event of the alarm sounding whilst the class/member of staff is inside 'The Hive', they will remain there and close windows/lock doors and await further instruction.

Lunchtime Procedures

If the alarm sounds during break/lunchtime/any other outdoor activity, then all staff and children will proceed to the main building through the nearest entry door, remain in the nearest room and await further instruction as quickly as possible and, where possible, lock classrooms, offices, connecting doors and all outside doors where it is possible to remain safe. Kitchen staff will turn off all appliances and proceed to their changing room and remain until given the all clear.

At the given signal, the children remain in the room they are in and staff must ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors are to be turned off. Mobile phones are put on silent mode and Walkie Talkies/2 Way Radios must be switched off. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.

PLEASE NOTE - UNDER LOCKDOWN IT IS STRICTLY PROHIBITED FOR STAFF TO MAKE ANY ATTEMPT TO MAKE PHONE CALLS/COMMUNICATE OUTSIDE OF THE SCHOOL. NO ONE SHOULD MOVE ABOUT THE SCHOOL.

Staff Roles:

1. Support children in keeping calm and quiet.
2. Remain in lock down positions until informed by key staff e.g. Senior Management Team or Office Staff in person that there is an all clear.
3. As soon as possible after the lock down, teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

1. School administrator to ensure that office is locked and police called if necessary.
2. Head to lock external doors and the school's front doors and entrances.
3. Individual teachers/ TAs are to lock/close classroom door(s) and windows.

Communication with parents:

In the event of an actual lockdown, information regarding the incident will be communicated to parents as soon as is practicable within the confines of advice from the emergency services. If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network. Parents will be told:

'..the school is in a full lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out...'

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents will be given enough information about what will happen 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 his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may put themselves and others in danger
- Wait for the school to contact them about when it is safe for them to come and get their children, and where from
- Pupils will not be released to parents during a lock down.

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 Headteacher with regards to the timing of communication to parents.

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

De-Brief

Following any lockdown procedure (practice or otherwise) there will be a de-brief at the end of the school day which all staff are requested to attend. In the event that this is not possible, please ensure any comments are with the Headteacher by close of business on the same working day.

November 2024

To be reviewed November 2025

Lock down practices will take place with staff at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Review

This policy and procedures will be reviewed annually as a part of the School's Health and Safety procedures.

Lock Down Plan Management and Control

Nominated person

Headteacher
Deputy headteacher
Teachers

Responsibility

Initial contact with the emergency services
Liaison with parents
Pupil control

Signal for lockdown

5 X bursts of the school bell.

Signal for all-clear

1 X 10 second blast of the school bell.

Specified assembly points

Classroom, Offices, School Hall

Entrance points

Main School Entrance

Communication arrangements

Text System
School Website
School Face Book

Lock Down Plan

Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are inside.	☐		
2.	Secure all entrance points to the school.	☐		
3.	Dial 999 for each emergency service that the incident requires.	☐		
4.	Ensure that staff members take action to increase protection from further danger: • Block access points. • Sit on the floor, under tables or against the wall. • Keep out of sight and close blinds to avoid detection. • Put mobile phones on silent • Turn off lights and computers. • Stay away from windows and doors.	☐		
5.	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe.	☐		
6.	Check for missing or injured staff members and pupils if it is safe to do so.	☐		
7.	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.	☐		