

# Westlea Primary School

## Lockdown Policy



*Our whole school aim:*

*“At Westlea Primary School we learn together to achieve success for all, based on high expectations and equality of access for all. We nurture the growth of the whole child – academically, artistically, socially, emotionally, morally and physically – celebrating all achievements in a safe, caring, inclusive and creative environment. The whole team works together to bring learning ‘alive’ and extend pupil experiences so that they are well prepared for the next steps in their education.”*

**Lockdown Policy**  
**840/2043**  
**Westlea Primary School**

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<b>Author of document:</b>	Deborah Scothern	<b>Job role:</b>	Head Teacher
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**Key Contacts**

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Sue Morrison	Chair of governors	

## School Lockdown Procedures

All policies are underpinned by our child protection procedures as laid down by the child protection policy. 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 and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

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

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

The school's lockdown plan is as follows:

<b>Action Plan</b>
Sound Alert - Activate lock-down procedures immediately- Verbal/phones-LOCKDOWN
Dial 999
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows
Close windows / blinds
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)
Hide, sit on the floor under desks, and away from windows
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access
If possible, check for missing / injured students, staff and visitors
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services

- Staff will be alerted to the activation of the plan via verbal/telephone- code is LOCKDOWN.
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them or others. If children remain outside they will move to the nearest place of safety on or off site.
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via telephone (mobiles to be used if an internal line not available) and instigate an immediate search for anyone missing if safe to do so.
- Staff should encourage the pupils to keep calm.

- As appropriate, communication with the Emergency Services will be established and Durham County Council notified.
- Parents will be notified as soon as it is practicable to do so via School App message.
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded and everyone should leave the building and exit as stated in the school fire plan.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, the lockdown procedures will be reviewed and discussed in 'Whole School' staff meetings, twice a year.

### **Partial Lockdown**

Alert to staff: "Partial lockdown"

This may be as a result of a reported incident / civil disturbance in the local community or dangerous animal on school site with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, pupil and staff to return to the building. (Staff will be alerted via verbal communication.)

All staff and pupils remain in the building and external doors and windows locked.

- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct on-going risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

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

### **Full Lockdown**

Alert to staff: LOCKDOWN

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

**Immediate action:**

- All pupils to return to classroom.
- External doors locked. Classroom doors locked and blocked
- Windows locked, blinds drawn, pupils sit quietly out of sight under desks.
- Register taken/head count- the office will contact each class in turn for an attendance report via telephone.
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
- At any point during the lockdown, the fire alarm may sound, which is a cue to evacuate the building.
- During lockdown, staff will keep agreed lines of communication open, via telephone and e-mail, but will not make unnecessary calls to the central office as this could delay more important communication.

### **Communication between parents and the school**

Advice on procedures will be given via the school app. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents will be given enough information about what will happen so that they:

- Are reassured that the school understand 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 even put themselves and others in danger
- Wait for the school to contact them about when it is safe for you to come and collect their children, and where this will be from.

Parents will be told:

"...the school is in a full lockdown situation. During this period the office and entrances will be un-manned, external doors locked and nobody allowed in or out..."

## **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 regarding the timing of communication to parents.

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

## **Bomb Threat (sent via email or social media)**

In the event of a bomb threat, via email or social media, the SLT will:

1. NOT reply to, forward or delete the message.
2. Note the address, if sent via email.
3. Note what application has been used and what is the username/ID, if sent via social media.
4. Dial 999 and follow police guidance.
5. Preserve all web log files for the school to help the police investigation.
6. Complete an incident report form.

## **APPENDIX A**

### **Stay Safe**

Firearms and weapons attack '**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 and treat you firmly. They may question you. They may 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](http://www.npcc.police.uk/StaySafeAssets/NPCC_CT_A5%202pp.pdf)

Stay Safe Film for training

<https://www.gov.uk/government/publications/staysafe-film>