

# Goodmayes Primary School



## Lockdown Policy & Procedures

(See Emergency Evacuation Plan)

**Agreed by Governors:** Spring Term 2022

**To be reviewed:** Spring Term 2023 (or before)

## Rationale

As part of our Health and Safety Policies and Procedures the school has a Lockdown Policy.

Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school.

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

1. A reported incident/disturbance in the local community
2. An intruder on the site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
4. A major fire in the vicinity of the school

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.

## Notification of Lockdown

If you notice a serious security risk:

- Raise the alarm by **dialling 777** on the nearest telephone
- Use the tannoy system on the telephone to inform everyone of lockdown **(using the agreed code)**
- Use your mobile phone or a landline phone to call the emergency services
- If no access to an external phone line, call the Admin Office

## Procedures

Follow the **CLOSE** procedure:

- **C**lose all windows and doors
- **L**ock yourself in
- **O**ut of sight and minimise movement
- **S**ilence - avoid drawing attention to yourselves
- **E**ndure - be aware you may be in lockdown for some time

**Lockdown if threat is in the building:**

1. When you hear the lockdown alarm lead children into the school building immediately and take them to the nearest classroom, office or any secure room in the building;
2. Ensure children remain in the room and that windows and doors are closed/locked and screened where possible;
3. Secure the room by using furniture to barricade the entrances;
4. Position children away from possible sightlines from external windows/doors;
5. Reassure the children to keep them calm and quiet;
6. Turn off lights, smart boards and computer monitors;

7. Turn mobile phones to silent mode;
8. 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;
9. If any children are outside in the playground, staff on duty to promptly and safely escort children to the field.
10. Carry out a head count and ring the office confirming number of pupils in the classroom and any not accounted for;
11. Children and staff involved in small group interventions/activities should remain in the room and follow the procedures outlined in bullet point 1;
12. Kitchen staff to close shutters, switch off gas and electric from main switch, turn off lights and lock themselves in the office.

### **NO ONE SHOULD MOVE AROUND THE SCHOOL**

13. Staff to remain in lockdown positions until informed by key staff e.g. Senior Leadership Team or Admin Staff **via tannoy** that lock down has ended;  
(using the agreed code)
14. As soon as possible after the lockdown, teachers return to their classrooms and conduct a register and notify administrative staff immediately of any pupils not accounted for.

### **Lockdown if threat is outside the building:**

1. A member of staff on duty to RING the bell and ensure the children enter the building promptly and safely.
2. A member of staff to use the tannoy to raise the alarm for lockdown.
3. Once all the children are in the building ensure all doors are securely shut.
4. Staff to ensure children go to their classes.
5. Then follow procedures from 'Lockdown if threat is in the building' bullet 2 above.

### **Staff Roles**

1. Admin staff to ensure that offices are locked and emergency services called.
2. The Headteacher, or in her absence the Deputy Headteacher/s, to inform Colin Stewart (Operational Director of Education and Inclusion), telephone number 0208 708 3378/07966 225109 informing him that the school is in lockdown and of any support the school might need.
3. Depending on the nature and location of the emergency, Caretaker or members of the SLT to check that all entrance/exit doors and front doors are locked.
4. Individual teachers/TAs to close classroom door and barricade (if necessary) and close windows. Nearest adult to check exit doors without compromising their own safety.
5. A member of SLT or Admin staff to contact any teachers of any classes on trips to inform them that the school is on 'Lockdown'. Advice will be given as to when it is safe to return to school.
6. A member of Admin staff to contact Mayfield School and Al-Noor Voluntary Aided Primary School to inform them of the lockdown and the reasons for it.

## **Communication with parents**

If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network system, SchoolPing.

Parents will be told:

***“..the school is in a full lockdown. Please do not telephone the school. During this period no one can enter or leave the building. You will be informed as soon as it is safe to do so.”***

Depending on the type and severity of the incident, parents may be asked **NOT** to collect their children from school at the normal time as it may put them and their child at risk.

Pupils will not be released to parents during a lockdown.

Parents will be asked not to call the school as this may engage phone lines needed for emergency services.

If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up by the office staff or emergency services.

A letter to parents will be sent home as soon as possible following any serious incident to inform them of the reasons for the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

## **Lockdown drills**

Lockdown practices will take place 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. Parents will be informed when a drill has taken place.

## **Review**

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

## LOCKDOWN PLAN

Management and Control	
Nominated person	Responsibility
Headteacher	Initial contact with the emergency services
Deputy Headteachers/ Assistant Headteachers	Liaison with parents, contact emergency services in the absence of Headteacher
Teachers and TAs	Pupil control

Signals	
Signal for lockdown	Telephone Alarm and use the tannoy system on the telephone to inform everyone of lockdown <b>(using the agreed code)</b>
Signal for all-clear	HT, DHT, AHT, Admin staff inform classes

Lockdown	
Specified assembly points	Classrooms, Offices, School Halls
Entrance points	Main School Entrances
Communication arrangements	<ul style="list-style-type: none"> <li>• Telephone System</li> <li>• Mobile phones</li> </ul>
Notes	

Lockdown Plan				
Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are inside	<input type="checkbox"/>		
2.	Secure all entrance points to the school	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires	<input type="checkbox"/>		
4.	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> <li>• Block access points</li> <li>• Sit on the floor, under tables or against the wall</li> <li>• Keep out of sight and close blinds to avoid detection</li> <li>• Put mobile phones on silent</li> <li>• Turn off lights and computers</li> <li>• Stay away from windows and doors</li> </ul>	<input type="checkbox"/>		
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.	<input type="checkbox"/>		
6.	Check for missing or injured staff members and pupils when it is safe to do so.	<input type="checkbox"/>		
7.	Remain inside the classroom until the all clear signal has been given by a member of the SLT or Admin staff or unless told to evacuate by the emergency services.	<input type="checkbox"/>		
8.	Inform Local Authority (Colin Stewart) contact telephone number 0208 708 3378 / 07966 225109	<input type="checkbox"/>		
9.	Inform Mayfield School and Al-Noor Voluntary Aided Primary School of the lockdown and the reasons for it.	<input type="checkbox"/>		