

WEST PARK ACADEMY

Lockdown Procedure



Last updated: February 2019

Date for Review: February 2020.

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 roaming loose

The school's lockdown plan is as follows:

Signal for lockdown:

- Impero alert to be sent. This will take the form of a duck on the screen accompanied by a quacking sound. This visual is a non-threatening picture of a duck and its ducklings following in an orderly line.
- Lunchtime supervisors in the playground will be informed via walkie talkie. All members of staff are responsible for ensuring that lunchtime supervisors are aware. As soon as other staff see/hear the image/sound of a duck they must immediately assist the children getting into the building safely.

Signal for all clear:

- Verbally from SLT via a walk around.

Rooms most suitable for lockdown: Classes to make their way into the corridor and sit calmly with their backs to the wall. Nursery and reception will sit in the library,

Entrance points (e.g. doors, windows) which should be secured: Teachers/ Teaching assistants are responsible for locking external doors and windows. Keys for external doors are to be kept in the medical cupboard. Cath, and in her absence Chloe, is responsible for locking the corridor door to the year 5/6 classrooms.

Communication arrangements: The office staff will be responsible for calling the police and will use walkie talkies to notify SLT and any staff who are doing outdoor PE.

Lockdown Drill – Playtimes and Lunchtimes

Staff will be alerted to the activation of the lockdown drill in advance. Once activated staff must take the following action:

- Pupils who are outside of the school buildings – Outside staff told verbally that ‘duck’ is in place and children immediately summoned to line up and brought inside as quickly as possible and return to the corridors to wait (outside staff will be informed by a senior member of staff).
- Those inside the school should make their way into the corridor and check corridors and toilets for pupils or staff.
- All external doors and, as necessary, windows are closed and locked (depending on the circumstances, internal classroom doors must also be closed).
- Pupils sit quietly in corridors as staff complete a paper register.
- Once in lockdown mode, staff should notify the office immediately of any pupils/staff not accounted for via the walkie talkie system or verbally and SLT will instigate an immediate search for anyone missing.
- Staff should encourage the pupils to keep calm.
- As appropriate, the school office will establish communication with the Emergency Services.
- If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place.
- Parents will be notified as soon as it is practicable via text service and the website (only when appropriate via guidance from Emergency Services)
- SLT will inform staff when it is safe to return to classrooms.
- Anybody working in ‘the shed’ will be notified via impero screens. Communication will be made through the walkie talkie kept in the shed. Anybody in the shed will go into the toilet and lock the door. They will wait in there until they are informed that it is safe.
- Whoever is working in the shed must take the walkie talkie into the toilet with them.

Lockdown Drill – Classrooms

Staff will be alerted to the activation of the lockdown drill in advance. Once activated staff must take the following action:

- Pupils who are outside of the school building – outdoor PE, daily mile, willow area, will be notified either verbally or through walkie talkies.
- All external doors and, as necessary, windows are closed and locked (depending on the circumstances, internal classroom doors must also be closed **and the bolt pushed across**).
- Pupils sit quietly in corridors as staff complete a paper register.
- Once in lockdown mode, staff should notify the office immediately of any pupils/staff not accounted for via the walkie talkie system or verbally and SLT will instigate an immediate search for anyone missing.
- Staff should encourage the pupils to keep calm.

- As appropriate, the school office will establish communication with the Emergency Services.
- If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place .
- Parents will be notified as soon as it is practicable via text service and the website (only when appropriate via guidance from Emergency Services)
- SLT will inform staff when it is safe to return to classrooms.
- Anybody working in 'the shed' will be notified via impero screens. Communication will be made through the walkie talkie kept in the shed. Anybody in the shed will go into the toilet and lock the door. They will wait in there until they are informed that it is safe. Whoever is working in the shed must take the walkie talkie into the toilet with them.

Pupils will not be released to parents during a lockdown.

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 will be undertaken at least once a year. All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Lockdown Drill – All clear

Once the incident has been assessed as safe all classrooms will be either visited by a senior member of staff or via classroom telephone and told the situation is under control and the class can resume activities as normal.

Communication between parents and the school In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

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 Principal with regarding the timing of communication to parents.

Staff will ALWAYS have advance notice of a Lockdown drill, therefore if the signal occurs without warning staff must assume it is NOT A DRILL.

DRILL

SLT/Office: Alert sent via email/phone

School Building: - person who alerts will time from start to clearance of hall and corridors/toilets – They will note the time that it takes for all classes to be contained and in full Lockdown.

Learning HUB: - person who alerts will time from start to clearance of HUB, rooms and toilet – They will note the time that it takes for all adults/children to be contained and in full Lockdown.

Duties/Check List:

Principal/Deputy Principal must ensure the following procedures take place:

Jobs	Checked
1. Allocate a member of staff to go outside and check playground and fields and tell those outside to return to their classrooms as Lockdown Drill is taking place.	
2. Office Staff member to take calls from classrooms if teachers report missing persons	
3. Principal/ Deputy Principal/ Home School Family Co-ordinator: Must ring office once the lockdown is complete to give the all clear. Verbally/or telephone all classes to inform staff that Lockdown is over.	