

SAFE INSIDE / LOCK DOWN POLICY

Rationale

Full Lockdown and partial 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, students, parents or visitors.

Lockdown Procedures

Circumstances triggering a lockdown

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. This may also include where there is a need to restrict the movement of students around the school environment.

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

- A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud etc.
- A serious or emergency accident or incident requiring the emergency services at the school;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose;
- A swarm of bees or wasps;
- Dense fog where pollution could cause breathing difficulties;
- Wild animals on site e.g. foxes;
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and students in the school;
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to students, staff or parents;
- An intruder on the school site with the potential to pose a risk to staff and students; (please note this is extremely rare)

By their very nature, such threats to the school site will be unpredictable. An intruder, for example, may attack from any point and at any time of the day. Members of the school community should be alert to the security of the school site and procedures for maintaining a secure site.

Alerting the school community (the need for lock down):

Keeping in line with the aim to minimise disruption and panic, the initial alert may well be the **sounding of the panic alarm system (situated in certain points in the building)** and an instruction for the pupils to return to their classrooms/school building. The verbal cue **SAFE INSIDE** or **LOCK DOWN** (*which will also be sent via email where possible*) will be used to alert staff to the need to invoke a lock down.

- Any member of staff who believes that the school is subject to an attack should inform office staff straightaway, providing information about the situation.
- If possible, office staff should inform the HT immediately (DHTs in her absence; AHTs in their absence).

- The most senior member of staff will consult Emergency Services if appropriate. HT (DHT/AHT) makes decision to impose lockdown.
- If the decision is taken to impose a lockdown, the Head teacher (DHT/AHT in their absence) will sound the **the panic alarm system**.
- Due to the unpredictable nature of the event, it may not be safe or practical to contact the Headteacher/DHT or AHT. Members of staff should sound the **panic alarm system**.
- Staff should also be aware of the guidance in *Appendix A* on how to respond to an attack: Run, Hide and Tell.

During a 'lock down':

During a whole school 'lock down' staff will be updated **by email, or by mobile phone call..** When staff have secured all their pupils within their designated area, one adult (usually the class teacher or adult in charge) will send **an email/or phone call** to the **Head and Deputy Head and Assistant Head teacher and School Business Manager** to confirm that the lock down procedure has been applied to their class successfully and all children are accounted for. Mobile phones and emails should be monitored carefully (where able) for the duration of the lock down for key updates from the SLT. **Staff should not use these lines of communication for non-urgent messages.**

Signal for the all-clear:

Email (preferred mode of communication) and/or text message (via Teacher 2 Parents Staff Group) from the school office followed by a verbal response from the designated persons: Headteacher, SLT, Admin Officer.

Response to lockdown alert:

If the alert occurs during lesson time:

- All pupils inside the school should remain in their classrooms. Teachers to lock the classroom door in the case of emergency.
- Pupils on the school site but outside the buildings should be brought in immediately and go to their classroom but only if it is safe to do so. Staff with pupils should use their judgement. It may be safer to stay out of the school building, seek alternative exits to the school site, or use another internal room within the school, especially during a high-risk incident.
- External Shutters must be closed down immediately.

If the alert occurs before school, during break, P.E. or lunchtime:

- **If it is safe to carry out an invacuation (as noted above) – do so.**
- If not, staff should follow the guidance in Appendix A. Where it is safe to do so, staff insist pupils accompany them to seek alternative exits to the school site.

Once the pupils are inside the buildings:

- Classroom doors locked,.
- Shutters closed down.
- Pupils sit quietly out of sight.
- The need for further action i.e. to hide under tables, will be communicated **ONLY** if required.
- Staff should encourage pupils to keep calm.
- If it is necessary to evacuate the building, the fire alarm will be sounded.
- Staff should then await further instructions. Staff should avoid unnecessary calls to senior management or reception as this could delay more important communication.
- Senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.

- Staff and pupils remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services.

Training

- Staff informed about lockdown policy - Staff receive copy of the map of the school - with access points and alternative exits from the school highlighted.
- Staff training on the run, hide and tell practice (Appendix A).
- Pupils informed about lockdown procedure.
- Information to parents in a newsletter that we have a lockdown policy.
- Conduct a number of table top exercises with the senior management team to test the procedures against a variety of scenarios.

Responsibility to review document

- The policy is reviewed once a year by the Resources Committee

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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/recongnising-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.
Treat you firmly.
Question you.
Be unable to distinguish you from the attacker.
Officers will evacuate you when it is safe to do so.
RUN HIDE and TELL leaflet/ Stay Safe Film for training:
<https://www.gov.uk/government/publications/stay-safe-film>