



# Lockdown Policy and Procedures

<b>Policy name:</b>	SMSG Lockdown Policy
<b>Version:</b>	V3
<b>Date relevant from:</b>	November 2023
<b>Date to be reviewed:</b>	November 2024 <i>This policy will be reviewed every two years unless legislation dictates otherwise. Recent changes in Legislation will need to be read and used to review this Policy.</i>
<b>Role of reviewer:</b>	Headteacher
<b>Statutory (Y/N):</b>	N
<b>Published on website*:</b>	1A

St Mary and St Giles Lockdown procedures are designed to be 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. They 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

**Staff will be alerted to the activation of the plan by the sounding of a gas horn (North) or bell (South), audible throughout the school with one placed at either end of each site**

- Pupils who are outside of the school buildings are brought inside as quickly as possible
- Those inside the school should remain in their classrooms

- All external doors and, as necessary, windows should be closed and locked if lockable (depending on the circumstances, internal classroom doors, where applicable, may also need to be locked)
- Staff in other rooms (eg staff room, library) should lock down in there
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing)
- Staff should encourage the pupils to keep calm
- As appropriate, the school office staff should establish communication with the Emergency Services as soon as possible
- Milton Keynes Council should be notified (01908 691691)
- If necessary, parents should be notified as soon as it is practicable to do so via Parentmail
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Staff should await further instructions

It is of vital importance that the school's lockdown procedures are familiar to all members of our staff. To achieve this, a lockdown drill will be undertaken at least once a year. Due to their age, our pupils will only be aware of the plan through these drills and they will be handled sensitively.

Parents are informed that the school has a lockdown plan, and a copy can be read on the school's website.

## **Lockdown Arrangements**

### **1. Partial Lockdown**

Alert to staff: 'Partial lockdown'

This may be as a result of a reported incident / civil disturbance in the local community 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, pupils and staff return to building
- All staff and pupils remain in building and external doors and windows locked
- Free movement may be permitted within the building dependent upon circumstances

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services or Milton Keynes Council. 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.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

## **2 Full Lockdown**

Alert to staff: 'Full lockdown'

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

*Immediate action:*

- All pupils return to base (classroom or other agreed location e.g. school hall). Children in toilets or other part of school go to nearest classroom
- External doors locked. Classroom doors locked (where possible). Windows closed and locked (if possible), blinds drawn, pupils sit quietly out of sight (e.g. under tables or around a corner). Lights, monitors and interactive TV's turned off, staff mobiles switched to silent
- Staff in other rooms (eg staff room, library) should lock down in there
- Catering staff lock kitchen door and turn off lights
- Register taken -the office will contact each class in turn for an attendance report
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff or emergency services.
- At any point during the lockdown, the fire alarm may sound, which is a cue to evacuate the building.
- During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the office as this could delay more important communication.

Communication channels include:

- Where staff have access to an internal e-mail system then they could access their account and await further instruction. Staff should be familiar with accessing their account through a variety of means eg laptop, smartphone or tablet
- Parentmail' can be used to communicate instructions via text message in an emergency

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

St Mary and St Giles lockdown procedures, including arrangements for communicating with parents, are shared with parents via the school website.

In the event of an actual lockdown, any incident or development is communicated to parents as soon as is practicable. 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 even 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 this will be from

This plan should reassure parents that the school understands their concern for their children’s welfare and that everything that can possibly be done to ensure children’s safety will be done. However, the school will also tell parents “The school is in a full lockdown situation. During this period the phone 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 Principal with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, the IFTL Multi Academy Trust would have the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area. This would most likely be at either South or North site if unaffected and appropriate for the situation.



## Lockdown Procedures

Signals	
<b>Signal for lockdown</b>	Sounding of gas-horn
<b>Signal for all-clear</b>	Verbally from most senior member of staff in the building

General lockdown information	
<b>Most suitable rooms</b>	Ideally children to remain in own classrooms
<b>Entrance points to secure</b>	External and internal doors, all windows
<b>Communication arrangements</b>	Mobile phones / Parentmail
<b>Notes</b>	If someone taken hostage on premises, seek to evacuate rest of site

Ref	Initial response - lockdown	Sign/time
-----	-----------------------------	-----------

<b>1</b>	Ensure all pupils inside (or ask them to hide/disperse if that is safer). Teachers responsible for own class. Take cover under tables/out of sight. <b>All staff</b>	
<b>2</b>	Secure/lock (if possible) doors and windows to prevent intruder entering. <b>All staff/caretaker</b>	
<b>3</b>	Dial 999. <b>Ideally office staff</b>	
<b>4</b>	Take action to increase protection from attack: <ul style="list-style-type: none"> <li>• Block access points</li> <li>• Sit on floor, under tables or against a wall</li> <li>• Keep out of sight</li> <li>• Close blinds/curtains</li> <li>• Turn off lights, monitors, screens, mobile sound</li> <li>• Stay away from windows and doors</li> </ul> <b>Class teacher responsible for own class</b>	
<b>5</b>	Ensure all aware of exit points in case intruder gains access. <b>All staff</b>	
<b>6</b>	If possible, check for missing/injured pupils, staff and visitors. <b>Teaching Assistants</b>	
<b>7</b>	Remain inside until an all-clear is given, or unless told to evacuate by emergency services.	

**Adam Palmer**

**Headteacher**

**November 2023**

**This policy was adopted by the Local Governing Body on: November 2023**

**To be reviewed: November 2024**