

**Galleywood Infant School**  
**Lockdown Procedures** (adapted from Essex model 2019)  
Agreed by Governors May 2023, review May 2024



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

*Our procedure aims to ensure the safety of all pupils and staff whilst minimising disruption to the learning environment.*

*A security culture is everyone's responsibility, and staff are reminded to:*

- *Wear staff identification lanyards and challenge any visitor to school who does not have a school or other professional lanyard or visitor badge.*
- *Notify the office immediately if an unauthorised person is seen on the school premises*
- *Be aware of pupils whenever you open the front door to enter or exit the building. If a pupil is in close proximity to the door, wait whilst a member of staff supports or distracts the child.*
- *Only the office team or Senior Leaders should let visitors, parents or pupils in or out of the front door*

*Although it is important to be prepared and have Lockdown procedures in place, it is vital that the children's welfare is considered throughout. The procedure needs to consider which members of staff need to be informed, depending on the type of occurrence to ensure that key staff are informed without unnecessarily alarming students or other staff.*

*Alarming/concerning students when unnecessary may cause them to become scared and develop a fear of going to school.*

*Communication is a key aspect in these situations so make sure that all emergency numbers are close to hand (preferably inputted into mobile phones already). Note that any mobile phones containing staff personal contact details should be password protected to protect data in accordance with the Data Protection Act.*

*The Office team will probably be the first to hear about an emergency.*

**ALWAYS:**

- Reassure staff, students and parents
- Review and implement proportionate protect and prepare security planning

**Partial Lockdown – *this is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality), should the situation escalate.***

May be as a result of:

- An intruder on the site
- A reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school.
- A major fire in the vicinity of the school
- The close proximity of a potentially dangerous dog
- A threat received by the school, ECC, media etc.
- A warning being received regarding the risk of air pollution

- In the event of air pollution, air vents should 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.

Immediate Action:

- Contact the Emergency Services if necessary
- All outside activity to cease immediately, pupils and staff return to building.
  - An air horn will sound, distinct from other alarms, so staff members can be alerted during break times/ outdoor PE, etc.
- All staff and pupils to remain in the building with external doors and windows locked.
- Depending on circumstances, free movement within the building may be permitted

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, which should then be communicated to staff and pupils. The all clear signal will be given to staff in person by a member of SLT or the office team, when normal movement in and outdoor can recommence.

**Full Lockdown – this signifies an immediate threat to the school and may be an escalation of a partial lockdown.**

Staff responsibilities		Check
<b>Headteacher</b>	<p>Make contact with emergency services.</p> <p>Communicate with staff and parents via email</p>	
<b>Other staff members</b>	<ul style="list-style-type: none"> <li>• Teachers and support staff: stay with pupils- each teacher and TA is responsible for their own class and must stay with them.</li> <li>• Office staff provide registers to classrooms, monitor incoming phone calls.</li> <li>• Site manager: ensure all access points are secured. If the site manager is not available, member of admin team to do this.</li> </ul>	
Signals		
<b>Lockdown signal(s)</b>	<ul style="list-style-type: none"> <li>• Dedicated 'lockdown' alarm tone will be a <u>single long blast</u> from an airhorn</li> <li>• Or word of mouth</li> </ul>	
<b>All clear signal</b>	<ul style="list-style-type: none"> <li>• <u>5 short blasts</u> from the air horn delivered from the hall</li> <li>• Or word of mouth</li> </ul>	
<b>Evacuation signal</b>	<p>Fire alarm signal: one long continuous burst of the school bell. All staff evacuate the building to usual assembly point on playground.</p>	
Lockdown		
<b>Assembly points</b>	<p>Classrooms will in most situations be the safest place for children and able to accommodate everyone.</p>	

Commented [BK(-L1)]: This could be turned into a checklist so quick and easy to follow in the event of an incident. See Baskerville School example. <http://www.baskvill.bham.sch.uk/pdfs/policy-lockdown.pdf>

Commented [BK(-L2)]: Supplement here with specific roles - e.g Each teacher / TSA responsible for their class

	<i>Children could be kept out of sight in the school kitchen, although the door between the hall and kitchen does not lock.</i>	
<b>Entrance and exit points</b>	<p><i>Class teachers to lock classroom doors from inside.</i></p> <p><i>Office team to lock hall doors from the inside and lock front door from inside if safe to do so (key needed for this)</i></p> <p><i>All staff to close any open windows if safe to do so.</i></p>	
<b>Bringing pupils inside</b>	<p><i>Any children outside (for break time, Forest Schools, lessons) must be brought inside as quickly as possible via the normal route if they hear the lockdown signal- single blast on air horn!</i></p> <p><i>Return directly to their class base and secure room as above.</i></p>	
<b>Steps to increase protection from danger</b>	<ul style="list-style-type: none"> <li>• <i>Pull down blinds on all external windows and doors</i></li> <li>• <i>Position children away from sightlines from external doors and windows, for example under desks, hidden areas near to coat pegs in most classrooms. Children are reassured by class team and asked to remain quiet.</i></li> <li>• <i>Turn off lights, Smart screens and computer monitors</i></li> <li>• <i>Ensure mobiles phones and electronic devices are on silent but to hand for communication purposes.</i></li> <li>• <i>Class teacher to complete register online and send to office.</i></li> </ul>	
<b>Internal communication</b>	<p><i>Staff in classrooms to check personal mobile phones for messages from HT/SLT</i></p> <p><i>Staff group on "Call Parents" used to communicate via text/email from school office.</i></p> <p><i>Depending on the situation free movement may be possible within the building, e.g. smoke or a gas cloud.</i></p>	
<b>Communication with parents</b>	<p><i>Parent group on "Parent Pay" sent messages via email and text by office team.</i></p> <p><i>Parent group asked not to contact school by phone as this line needed for emergency services.</i></p> <p><i>Parent group asked not to come to the school until they receive a message that it is safe to do so.</i></p>	
<b>Additional notes</b>	<i>Children with additional needs will be supported by their named adult as usual.</i>	

**Commented [BK(-L3)]:** Assign responsibility

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 - although staff should be mindful that the fire alarm may have been activated by the intruder. An electronic message from the office would confirm if evacuation recommended by emergency services.

During lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communications.

## **Bomb Threat – upon receiving a message that a bomb has been planted in school.**

### Immediate Action:

- Ask questions such as: where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, why the caller is doing this
- Listen closely to caller's voice and speech patterns and to noises in the background
- Notify the Headteacher/most senior member of staff
- Headteacher/most senior member of staff orders evacuation of all persons inside the building(s)
- Headteacher/most senior member of staff notifies police (call 999)

### Evacuation Procedures:

- Headteacher/most senior member of staff warns students and staff (do not mention "Bomb Threat". Use standard fire drill procedures:
  - o Students and staff must be evacuated to a safe distance outside of school building(s)
  - o Teachers take register after being evacuated
- No one may re-enter the building(s) until the entire building(s) is declared safe by fire or police service
- Headteacher/most senior member of staff notifies students and staff of termination of emergency.

## **Further Information**

Further information is available from [Gov.uk](https://www.gov.uk) and includes the [Stay Safe Film – 'Run, Hide, Tell'](#) and [Emergency Planning and Response](#).