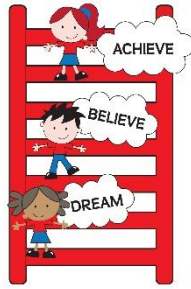


Chaucer Junior School Lockdown Policy 2018/19



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.

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. Upon hearing the alert for a lockdown the procedures for a full lockdown will be implemented (worst case scenario). As soon as possible staff to be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required.

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 g. foxes;
- Volcano Ash Cloud;
- 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)

1. Signal for Full Lock down

The school's lockdown signals would be a long sharp whistle, FULL LOCK DOWN CARD and a verbal message from the Headteacher or Deputy Headteacher or Admin Officers:

FULL LOCKDOWN Signal for the all-clear: Email and text message to the SLT Members (the SLT tell their section of school Upper KS2 & Lower KS2) from the school office followed by a verbal response from the designated persons: Headteacher; Deputy Headteacher; Admin Officer

Visitors held in the staff room will be told verbally from the designated persons: Headteacher; Deputy Headteacher; Admin Officer .

2. Full Lockdown Procedure:

- Students remain in their own normal classrooms.
- If before or after school then all staff and children would stay in the classroom they are in or follow hall and secret garden procedure as below.
- Students, Teachers and Staff outside return to their classroom
- Office to go to HT's room
- Secret Garden to move to 4LP
- Community room to stay and lock door
- Hall to move behind the curtains
- Middays go to the classrooms to support children
- Catering staff stay in the kitchen
- If caretaker and cleaner on site then they go to the HT Room.
- Visitors that are in the building stay with the class or person they are with and do what they do.
- No external visitors to enter the building during lock down. Sign on the door
- If the lockdown occurs at break or lunchtime, as long as safe to do so, teaching staff should return to their classroom to support their students. Entrance points should be secured doors and windows.
- Sign on door FULL LOCKDOWN VISITORS PLEASE DO NOT ENTER
- Fire doors are closed (but not locked).
- External doors locked. Room doors locked (where a member of staff with key is present).
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in).
- Pupils/young people and staff sit quietly out of sight(under tables) and where possible in a location that would protect them from gunfire (bullets/thrown objects go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls).
- Lights, smartboards and computer monitors turned off.
- Mobile phones turned onto silent so they cannot give away your position).
- **A register to be taken of all pupils** on RM
- School telephones to be kept free to send messages.
- Private mobile phones to be switched on ready to receive or send text messages and instructions.
- Email via classroom laptops or computers.
- Staff await further instruction

Notes: If someone is taken hostage then the school should seek to evacuate the rest of the site. All should move to Chaucer Infant School for safety if possible via the side gate opposite the boiler house.

3. Partial Lockdown Procedure

The school's lockdown signals would be a long sharp whistle, PARTIAL LOCK DOWN CARD and a verbal message from the Headteacher or Deputy Headteacher or Admin Officers:

PARTIAL LOCKDOWN Signal for the all-clear: Email and text message to the SLT Members (the SLT tell their section of school Upper KS2 & Lower KS2) from the school office followed by a verbal response from the designated persons: Headteacher; Deputy Headteacher; Admin Officer .

Visitors held in the staff room will be told verbally from the designated persons: Headteacher; Deputy Headteacher; Admin Officer .

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 students in the school.

This would be where students needed to stay in their classroom and not wander around the school site. It may also be as a result of a major incident occurring in the school which it may not be appropriate for students to witness, for example a first aid emergency, or may be a warning received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, students and staff return to building.
- All staff and students remain in building and external doors and windows locked
- Movement may be permitted within the school buildings dependent upon circumstances but this must be supervised by a member of staff
- All situations are different, once all staff and students are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on the information available and advice given from the Emergency Services or other outside agencies. This can then be communicated to staff and students.
- '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 and need to revert to a full lockdown.

PLEASE NOTE:

- 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.
- During the lockdown, staff will keep agreed lines of communication open, via phones, mobiles and computer email, but will not make unnecessary calls to the central office as this could delay more important communication.
- Actions to be taken where possible to ensure that the incident does not re-occur

4. Communication between parents and the school:

- The School's lockdown procedures will be published on the school website and routine practices communicated with parents by text, newsletter or via the school website with information regarding the effectiveness of the procedure.
- In the event of an actual full lockdown or partial lockdown, any incident or development will be communicated to parents as soon as is practicable by the schools text messaging service; 'Chaucer Junior School is in a full/partial lockdown situation. During this period the phones, office and entrances will be un-manned, external doors locked. Please wait for further instructions and information.'
- Parents will be given enough information about what will happen/is happening or has happened 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 their safety.
- Parents will be reassured that any measures needed to ensure the incident does not re-occur are put into place;
- Parents are asked not to contact the school during a lockdown or immediately afterwards. Calling the school could put pupil's safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, parents or Local Authority.
- Parents are asked not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger; • Parents need to wait for the school to contact them about what happens next and when it is safe for them to collect their children, and where this will be from (if this is deemed necessary).
- Parents will be informed when the 'all clear' has been given.

If A Fire Alarm Sounds During A Lockdown

In the unlikely event that the fire alarm should go off during the lockdown event. As the building is occupied, it should be relatively straightforward to establish whether or not the activation of the fire alarm is a genuine fire quite quickly and respond accordingly.

Initially, the school/setting should contact the Fire service as normal. The person contacting the Fire Service should inform them that the site is in a lockdown event and inform them of what action they are taking. Then, the admin office staff should check the fire alarm panel to establish which zone has been activated. Once the zone has been identified, the alarm should be silenced. This person must also have a means of communication so they can liaise with the lockdown manager and staff. If staff are located in the zone of the fire, they should be contacted and asked to check the zone for any obvious signs of fire. If there are no staff in this area, then a member of the Senior Leadership Team/Senior Manager or Nominated Site Health and Safety Officer will need to be sent to check the area and report back (they will need a means of communication also).

All staff should know what to look for and the basic precautions to take (such as feeling doors and door handles of closed doors with the back of the hand before opening, only opening slightly and staying behind the door while doing this, smoke, etc.). They should also be aware that the alarm may have been set off deliberately by an intruder and so caution will be required.

If a fire is discovered by those searching the area, this will need to be communicated back to the person at the fire alarm panel, who should re-sound the alarm. The emergency services should be updated and the building evacuated. The lockdown manager should indicate where people should evacuate to, and which exits to use if the circumstances of the lockdown event dictate that normal escape route and evacuation points cannot be used.

5. Emergency Services

- It is important to keep lines of communication open with outside agencies and the 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 Headteacher regarding the timing of communication to parents;
- In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area;
- 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 should be undertaken at least once a year.

Pupils will be made aware of the plan in a sensitive manner

Regular practices at least twice a year) similar to Fire Evacuation Practices will increase their familiarity.

Next review: OCT 2018

FULL

LOCK

DOWN

PARTIAL

LOCK

DOWN

**FULL
LOCKDOWN
PLEASE
DO NOT
ENTER**

Record of Lockdown Drills

Date Practice or Actual?	Issues reported	Action (inc date and person responsible)
<p>12-12-17</p> <p>Practice</p>	<p>1. Not all classes heard the whistle</p>	<p>Year 4 to inform year 3 Year 5 to inform year 6 Year 4 and 5 to quickly toilet sweep Office to blow whistle around hall and kitchen HT to blow whistle near classes – Dec 2018 Eventually equivalent of fire alarm to be fitted Jo Wheeldon – to order – Jan 2018</p>
	<p>2. Blind on 3MB door missing</p>	<p>Jo Wheeldon to order – Jan 2018</p>
	<p>3. Calling the register was noisy</p>	<p>Register taken after Carol to supply paper copies – Dec 2018</p>
	<p>4. Community Room Members said it was too far to the staffroom</p>	<p>Community Room lock their own door and stay there with nearby visitors- S Starling Dec 2018</p>
	<p>5. Remember to send and e mail and a text</p>	<p>Anna Upton – Dec 2018</p>
	<p>6. Secret Garden need to stay where they</p>	<p>Secret Garden to stay in their room All staff – Dec 2018</p>
	<p>7. HT Office needs to be locked and staffroom</p>	<p>Keys made available to lock All staff – Dec 2018</p>
<p>8-5-18</p> <p>Partial Lock down due to Police shouting through the fence while 4SW doing Tennis with Tass Police said that they were chasing someone and he could try to come on the school land. Miss Smith brought ch'n in and Mrs</p>		

<p>Upton performed lockdown procedure. Rang police who rand back to say incident sorted and safe. Text to parents sent</p>		
	<p>Sign not put on the front door</p>	<p>CS and JW to put on door</p>
	<p>People stay in community room and lock door</p>	<p>Remind all staff May 2018</p>