

## Bow Community Primary School Lockdown Procedures



All policies are underpinned by our child protection procedures as laid down by the child protection policy.

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/animal roaming loose

There are two types of lockdown, a partial and a full.

1. Partial Lockdown - alert to staff: 'One long blast on the air horn'
2. Full Lockdown - alert to staff: 'Three blasts on the air horn'

### The school's lockdown plans are as follows:

Lockdown Manager(s)	
Lockdown Manager	Clare Wilmott - Headteacher
Lockdown Deputies	Chris Johnston – Senior Teacher
The Lockdown Manager should use this sheet as a guide to help ensure that the procedure is being followed and that nothing is missed. It may be necessary to liaise with the admin team to ensure that all classes have checked in and that adults, pupils and visitors are all accounted for.	

Partial Lockdown	
Rooms most suitable for lockdown	Normal classrooms across the school,

	unless instructed otherwise
Entrance points (e.g. doors, windows, cloakroom doors) should be secured	External doors Internal doors All windows
Communication arrangements	Communication from the Headteacher or Senior Teachers (if the Headteacher is absent), will give verbal instructions to each class teacher – who should remain with their respective classes

<b>Ref</b>	<b>Initial response – Partial lockdown</b>	<b>Initials</b>
1	Ensure all pupils are inside the school building Ensure any adults visiting the class are included in your adults All adults are responsible for their own class	
2	Teachers in each class need to check to see if there are any missing pupils, staff or visitors – report this via email to the office asap	
3	All adults to secure entrance points (e.g. doors and windows) to prevent access to the site	
4	People are able to move around the site – unless otherwise informed	
5	It may be necessary to dial 999 and report the emergency (e.g. in case of chemical spillage or escaped gas) Dial once for each emergency service that you require	
6	Staff should encourage children to remain calm Teachers are responsible for their own class	
7	Remain inside until and all-clear has been given, or unless told to evacuate by the emergency services Immediate evacuation will be signalled via the fire alarm, whereby all classes should exit via their normal routes and move towards the bottom of the field	

<b>Full Lockdown</b>	
Rooms most suitable for lockdown	Normal classrooms across the school, unless instructed otherwise
Entrance points (e.g. doors, windows, cloakroom doors) should be secured	External doors Internal doors All windows
Communication arrangements	Communication from the Headteacher or Senior Teachers (if the Headteacher is absent), will give verbal instructions to each class teacher – who should remain with their respective classes

<b>Ref</b>	<b>Initial response – Full Lockdown</b>	<b>Initials</b>
1	Ensure all pupils are inside the school building – going to the first classroom that they come to Ensure any adults visiting the class are included in your adults All adults are responsible for their own class	
2	Teachers in each class need to check to see if there are any missing pupils, staff or visitors – report this <b>via email</b> to the office asap Please report if you have extra children or adults in your classroom	
3	All adults to secure entrance points (e.g. doors and windows) to prevent access to the site KS1 outside area doors need to be locked and shut first	
4	Staff should await further instructions from the Lockdown Manager / Deputy Instructions may come via email, please keep your laptop on the floor with you	
5	Dial 999 and report the emergency especially if there is an intruder on the premises Dial once for each emergency service that you require	
6	All staff in each room need to take action to increase protection from attack: <ul style="list-style-type: none"> <li>• Block access points (e.g. move furniture to obstruct doorways)</li> <li>• Draw curtains / blinds</li> <li>• Turn off lights</li> <li>• Turn off the white board</li> <li>• Everyone to sit on the floor, under the tables or against a wall</li> <li>• Keep out of site</li> <li>• Stay away from windows and doors</li> </ul>	
7	Staff should encourage children to remain calm Teachers are responsible for their own class	
8	Ensure that pupils, staff and visitors are aware of an exit point in case an intruder manages to access the building	

9	Remain inside until an 'all-clear' has been given, or unless told to evacuate by the emergency services Immediate evacuation will be signalled via the fire alarm, whereby all classes should exit via their normal routes and move towards the bottom of the field	

- If it is necessary to evacuate the building, the fire alarm will be sounded and everyone should leave the building via the nearest exit. Everyone should assemble at the bottom of the field or the lower school car park (Foxcubs) – unless told otherwise
- The Emergency Services will advise as to the best course of action in respect of the prevailing threat

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

Advice about procedures is given in the School Newsletter – The Bow Bulletin – and is available on the school website, under the 'About Us' tab, under 'Policies' : Lockdown Procedures.

In the event of an 'actual' lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents will be given enough information about what will happen so that they:

- Are reassured that the school understand their concern for their child's welfare, and that school is doing everything possible to ensure their safety
- Do not need to contact the school. Calling the school could tie up the telephone line that is needed for contacting the emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the site and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for you to come and collect their child/ren, and where this will be from

### **Parents will be told:**

- 'the school is in a full lockdown situation. During this period the school telephone will be unmanned, as will the entrance to the school. All external doors will be locked and nobody will be allowed in or out of the school.'

### **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 Headteacher regarding the timing of communication to parents.