



## Holmesdale Infant School Lock down Policy and Procedure

As part of our Health and Safety policies and procedures Holmesdale Infant School has a lock down policy which is 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. It aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. On very rare occasions it may be necessary to seal the school so that it is not able to be entered from the outside. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- An incident or civil disturbance in the local community which poses a risk to the school.
- An intruder on the site with the potential to pose a risk to the school.
- Local risk of air pollution, such as a smoke plume or gas cloud.
- A major fire in the vicinity of the school.
- A dangerous dog roaming loose.

### **Partial Lockdown**

Alert to staff: 'Partial lockdown'

Phone call to nursery: 'Partial lockdown'

The designated person Natalie Wilkinson or/and Sarah Lockwood (in their absence Sam Robertson and/or Lisa Maybury) will inform all teaching staff in classrooms by going to each classroom, stating, "This is a partial lockdown"

In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however teaching and work can continue as usual. 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, severe weather etc.

### **Immediate action**

- All outside activity to cease immediately, pupils and staff return to building. (Name staff will immediately alert staff outside). Registers to be taken and all children, visitors and staff to be accounted for, including peripatetic staff, non- contact teaching staff and kitchen staff.
- All staff and children are to remain in the building and external doors and windows are to be locked.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – aim to minimise possible ingress of pollutants.

- Staff should await further instructions

All situations are different. Once all staff and pupils are safely inside, senior staff (Sarah Lockwood/Lisa Maybury) will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services, Police or other personnel.

### **Full Lockdown**

Alert to staff: 'Full lockdown'

Phone call to nursery: 'Partial lockdown'

Member of staff responsible for alerting lockdown is: person Natalie Wilkinson or/and Sarah Lockwood (in their absence Sam Robertson and/or Lisa Maybury)

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

The designated person (Sarah Lockwood/Lisa Maybury) will inform all teaching staff in classrooms by going to each classroom, stating.- "This is a full lockdown"

### **Immediate action**

The **CLOSE** procedure will be followed. Any staff and children outside should be brought in immediately.

Sarah Lockwood/Lisa Maybury will be the designated Lockdown manager for Holmesdale Infant School. She will instigate, manage and conclude the lockdown and communicate with emergency personnel and communicate with Mrs Dawn Curry (Nursery manager) regarding the lock down incident.

**Close** all doors and windows.

Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in).

**Lock** up.

External doors locked. Internal classroom doors locked (where a member of staff with key is present).

**Out** of sight and minimise movement.

Switch off all lights.

All children/staff stay in their classroom or move to the nearest classroom.

Office staff should remain in their office.

Lights, smartboards and computer monitors turned off.

**Stay** Silent

Pupils and staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls). Staff should keep pupils calm.

Mobile phones turned onto silent so they cannot give away your position.

### **Endure**

Once instigated a lockdown may continue for some time until the emergency personnel services fire, police etc. declare it safe to return to normal operations.

Staff and pupils remain in lock down until it has been lifted by a senior member of staff/emergency services.

### **Alert Parents**

In the event of an actual lockdown, any incident or development will be 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 required for contacting emergency services.
- Do not come to the school. They could interfere with emergency services access to the school and may even put themselves and others in danger.

Sarah Lockwood/Lisa Maybury or Natalie Wilkinson/Sam Robertson will issue an alert to all parents via Parent Hub regarding any lockdown situation. Children will not be released during a lockdown situation. Parents will be updated as to when and where to collect their children. Children will be allowed home as soon as it is safe and reasonably practical to do so.

Lock Down Incident Record

Date		Lock Down	Full	Partial
Reason for lock down		Incident coordinator		
Emergency Services Involved	Yes    No	Fire	Police	Other
Actions Taken during lockdown				
Parents Informed	Yes    No			
How the lockdown concluded				
Start Time		Finish time		
Next Steps				