

Lakeside Community Primary School

Emergency School Lockdown

Date	Review Date	Coordinator	Nominated Governor
Sep 2017	Sep 2018	Mrs J Baker-Heath	Mrs A Woodhouse

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Prevention of Crime Act 1953
- Occupiers Liability Act 1954
- Health and Safety at Work Act 1974
- Criminal Law Act 1977
- Control of Noise (Code of Practice on Noise from Audible Intruder Alarms) Order 1981
- Local Government (Miscellaneous Provisions) Act 1982
- Police and Criminal Evidence Act 1984
- Education Act 1996
- Offensive Weapons Act 1996
- Knives Act 1997
- Data Protection Act 1998
- Management of Health and Safety at Work Regulations 1999
- Countryside and Rights of Way Act 2000
- Education Act 2002
- Civil Contingencies Act 2004
- Children Act 2004
- Equality Act 2010

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- NaCTSO Guidance Note 1/2015 (Crown)

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the school premises and during school-sponsored activities), equipment and systems of work for all our pupils, school personnel and visitors to the school.

We understand that emergency school lockdown 'is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat or an incident to the safety of pupils, staff or school visitors, either external or internal.

We have a duty to undertake advance planning by identifying what needs to be done to achieve full or partial lock down of the school site, how to communicate to the school community what is happening when a threat or incident occurs and how to train school personnel and pupils.

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We believe the following are the most common threats/incidents that may pose a risk to the safety of the school community and that need to be planned for:

- An aggressive and threatening school visitor
- An intruder in the school grounds or school building.
- A dangerous dog in the school grounds.
- A house or building fire close to the school.
- An environmental emergency such as air pollution from a cloud of gas or plume of smoke.
- A local civil disturbance.
- A bomb threat.
- A fire arms or weapons attack.

We are aware that we cannot plan for every eventuality but we will ensure school personnel and pupils are well trained in dealing with a variety of emergency lockdown situations if they should ever occur.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To have in place effective lockdown procedures that are regularly practised and reviewed.
- To undertake advance planning by identifying what needs to be done to achieve full or partial lock down of the school site.
- To ensure the safety of all pupils, school personnel and school visitors.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

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Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- in place a School Critical Incident Management Team comprising of the Headteacher, the Chair of Governors, the Health and Safety Coordinator, members of the Senior Leadership Team, School Premises Manager and School Business Manager who meet periodically to discuss and evaluate emergency lockdown procedures;
- appointed the Headteacher to be the School Crisis Manager;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring full compliance with all statutory responsibilities;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
 - determining this policy with the Governing Body;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;
 - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

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Role of the Headteacher and Senior Leadership Team

The Headteacher/School Crisis Manager will:

- devise an Emergency School Lockdown Plan by identifying:
 - potential threats to the safety of pupils and school personnel;
 - the priority status of those threats;
 - all school access and egress points;
 - how to secure access and egress points quickly;
 - how to divide the school site/building into secure zones that can be easily locked down;
 - roles and responsibilities for school personnel;
 - ways of communicating a school lockdown to school personnel and pupils such as:
 - word of mouth
 - a dedicated lockdown alarm
 - an internal alarm system
 - an internal address system
 - an internal messaging system
 - email
 - school personnel phones
- devise procedures for a partial lockdown or full lockdown (See Emergency School Lockdown Plan);
- organise training and stimulation drills for school personnel and pupils at least once a term covering both partial of full lockdown;
- with the School Critical Incident Management Team evaluate emergency lockdown procedures after every drill that takes place;
- in the event of a serious emergency:
 - notify the police and determine a course of action
 - notify the School Crisis Management Team
 - establish and activate their roles
 - establish as much information about the incident as possible
 - assess any injuries to pupils and school personnel
 - assess any damage to the school building
 - assess school security procedures and the welfare and safeguarding of pupils and school personnel
 - notify parents of the temporary closure / lockdown of the school
 - establish the duration of the crisis
 - liaise with the local authority, emergency services, health authority etc.
 - liaise with the media
 - provide counselling for pupils and school personnel
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- make effective use of relevant research and information to improve this policy;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

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School Crisis Management Team

The School Crisis Management Team is comprised of:

- Headteacher (School Crisis Manager)
- Chair of Governors
- Deputy Headteacher
- Health and Safety Coordinator
- Premises Manager
- School Business Manager

The School Crisis Management Team will take the lead in an emergency and will take the appropriate course of action. The School Crisis Management Team will:

- ensure each member will be allocated key tasks;
- keep detailed records of the incident which will be essential in any post-incident inquiry;
- immediately inform the emergency services, local authority and the Chair of Governors when an incident occurs;
- ensure that constant liaising with the emergency services, local authority and other agencies takes place;
- communicate effectively with parents, staff and pupils;
- ensure support from the local authority and other agencies will be offered to individuals affected by stress or emotional trauma;
- ensure that after an appropriate period normal routines will be established;
- review the effectiveness of the response to the incident in order to re-assess procedures and make appropriate improvements.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- undertake emergency school lockdown training;
- encourage pupils to remain calm during a lockdown;
- be aware of all other linked policies;
- make suggestions to the improvement of this policy.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- remain calm in a lockdown situation;
- listening carefully to all instructions given by the teacher.

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Role of Parents/Carers

Parents/carers will:

- be aware that the school has a locked down policy but because of reasons of school security will not be made fully aware of all procedures;
- be reassured that their children's safety and welfare is paramount;
- be aware that during a lockdown all external doors will be locked and no one will be allowed in;
- be informed of any lockdown situation as soon as is practicable;
- be advised not to contact the school when it is in lockdown as all telephone lines will remain open for direct contact with the emergency services;
- be advised not to come to school until notified as they could prevent access to the school by the emergency services.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as Stars/ parent/carer newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Safeguarding and Child Protection
 - Health and Safety
 - School Security
 - School Crisis Management
 - Anti - Violence, Aggressive and Anti-social Behaviour
 - Emergency Evacuation Procedures
 - Equal opportunities
 - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

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Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

- Behaviour Policy
- Emergency Evacuation Procedures
- Health and Safety
- Safeguarding

See Appendices Documents section on Policies for Schools Website

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form
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Headteacher:	J Baker-Heath	Date:	Sep 2017
Governor:	Alison Woodhouse	Date:	Sep 2017

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Emergency Lockdown Plan

Threat / Incident	High or Low Status	Full or Partial Lockdown	Signals for Full or Partial Lockdown	Rooms suitable for lockdown	Procedures
An aggressive and threatening school visitor	H	F	<i>Lock Down Alarm</i>	<i>Pupils Classroom</i>	<p><u>Full lockdown signal initiated.</u></p> <ul style="list-style-type: none"> ▪ If outside pupils brought back in to the school building and remain in classrooms. ▪ External doors and windows closed and securely locked. ▪ Headteacher determines whether to contact emergency services. ▪ Register taken. ▪ Attendance report sent to school office. ▪ Identified school personnel search for unaccounted for pupils. ▪ Classroom doors locked. ▪ Window blinds drawn. ▪ If possible, blackout door window. ▪ Computers turned off except for internal email system. ▪ Lights turned off. ▪ Everyone remain quiet. ▪ Pupils to stay out of sight either under desks or around a discreet corner. ▪ Class teacher remains in contact with Headteacher. ▪ If instructed pupils move to secure lockdown zone in school. ▪ If fire alarm sounds then everyone evacuates school building assembling at pre-determined
An intruder in the school grounds or school building	H	F	<i>Lock Down Alarm</i>	<i>Pupils Classroom</i>	
A bomb threat	H	F	<i>Lock Down Alarm</i>	<i>Pupils Classroom- or school Halls if directed by Headteacher</i>	
A fire arms or weapons attack	H	F	<i>Lock Down Alarm</i>	<i>Pupils Classrooms</i>	
An environmental emergency such as air pollution from a cloud of gas or plume of smoke	H	F	<i>Lock Down Alarm</i>	<i>Pupils Classroom</i>	
A dangerous dog in the school grounds	L	P	<i>Lock Down Alarm</i>	<i>Pupils Classroom</i>	
A house or building fire close to the school	L	P	<i>Lock Down Alarm</i>	<i>Pupils Classroom</i>	

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A local civil disturbance	L	P	<i>Lock Down Alarm</i>	<i>Pupils Classroom</i>	<p>assembly points.</p> <ul style="list-style-type: none"> ▪ School personnel notified when threat has ended. ▪ Evaluation of incident undertaken by Headteacher and SCMT. <p><u>Partial lockdown signal initiated.</u></p> <ul style="list-style-type: none"> ▪ If outside pupils brought back in to the school building and remain in classrooms. ▪ External doors and windows closed and securely locked. ▪ Register taken. ▪ Attendance report sent to school office. ▪ Identified school personnel search for unaccounted for pupils. ▪ Risk assessments undertaken to determine whether pupils and school personnel may have free movement if need be. ▪ Headteacher determines whether to contact emergency services. ▪ Decision communicated to all school personnel. ▪ Headteacher and SCMT decide whether the situation warrants moving to full lockdown. ▪ School personnel notified when threat has ended. ▪ Evaluation of incident undertaken by Headteacher and SCMT.
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