Full lockdown procedure

Filey CE Nursery & Infants Academy

# Introduction

Schools are not required by law to have lockdown procedures in place; however, school leaders should seriously consider developing and practising lockdown procedures so that they can be implemented should a situation where a lockdown is necessary arise.

Implementing a full lockdown signifies there is an immediate threat to the school, such as an intruder, and may also be implemented as an escalation of a partial lockdown.

This template outlines the procedure that schools could follow when implementing a full lockdown of the school site; however, schools should cater this procedure to their specific needs.

# Full lockdown procedure

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| **Management and control**  |
| **Responsibility**  | **Nominated person**  |
| Initial contact with the emergency services  | **Head of School** |
| Liaison with parents | **Office staff** |
| Pupil control  | **Teachers** |

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| **Signals**  |
| Full lockdown signal  | **Continual ringing of handbell** |
| All-clear signal  | **Head of School face to face verbal** |
| Evacuation signal  | **Continuous ring of the school bell** |

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| **Other arrangements** |
| ‘Safe areas’ | **Classrooms/Cloakrooms** |
| Outdoor safe area  | **Designated area of playground/Fire Assembly Points** |
| Communication arrangements | **Two-way radio****Mobile phones** **Text messaging/landline phone calls** |

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| **Full lockdown procedure**  |
| **Initial implementation**  | **✓** |
| The school is made aware of the type of incident that requires the full lockdown procedure to be implemented. Types of incidents that warrant a full lockdown include, but are not limited to, the following:* An intruder on the school site
* A major fire in the vicinity of the school
* The close proximity of a dangerous dog, or other animal, roaming loose
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| The **head of School** makes the decision to implement the full lockdown procedure.  |  |
| A full lockdown signal is given.  |  |
| Staff use **two-way radios** or **mobile phones** to ensure all staff members are aware of the incident that has occurred and the type of lockdown procedure to be implemented. **Office staff** inform the Filey Child Care staff on 01723 516111 of the type of lockdown in progress, whether it is a Partial or Full Lockdown and whether it is an **Invacuation or Evacuation.** (Filey Child Care staff will be notified of any changes in procedure as and when the policies or procedures are amended/updated) |  |
| The **school business partner** iscontacted to ensure they are aware of the implementation of the full lockdown.  |  |
| The **head of school** contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.  |  |
| **Immediate action**  | **✓** |
| All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building, unless it is unsafe to do so, and staff ensure all doors are securely locked.  |  |
| Staff, pupils and visitors that remain outside during the lockdown hide in the designated outdoor safe area until the emergency services arrive.  |  |
| Staff escort pupils and visitors to the nearest safe area.  |  |
| The **head of school** and **school business partner** check outdoor areas and ensure all pupils, staff and visitors are inside the school building.  |  |
| When all personnel and pupils are inside, all external doors and windows are locked and blinds or curtains closed; doors and windows remain locked until the ‘all-clear’ signal is given or unless otherwise instructed by the **head of school** or emergency services.  |  |
| The **head of school** and **school business partner** check all external doors and windows are locked.  |  |
| All internal doors to safe areas are locked and any windows on doors are covered.  |  |
| Access points to safe areas are blocked off by moving furniture to obstruct doorways.  |  |
| Lights in all safe areas are turned off.  |  |
| **Classroom teachers** conduct a register or headcount. Staff notify the **head of school** if any pupils, members of staff or visitors are not accounted for via **two-way radio** or **mobile phone**, and an immediate search is instigated where appropriate and if it is safe to do so.  |  |
| Verbal communication via radios or mobile phones is kept to essential communication. All mobile phones are turned onto silent and communication devices are not used if it would be unsafe to do so, e.g. if usage would lead to the location being revealed.  |  |
| Pupils, staff and visitors sit quietly, away from doors and windows, and out of sight, e.g. under a desk.  |  |
| All staff, pupils and visitors remain in their safe area unless otherwise stated by the **head of school** or emergency services.  |  |
| All pupils, staff members and visitors are made aware of their nearest exit point in case a hostile intruder manages to gain access to the safe area.  |  |
| Pupils and visitors are kept calm during the lockdown.  |  |
| No pupil is released to their parents during the lockdown.  |  |
| The **office staff** answer telephone calls from parents and inform them pupils will not be released while the lockdown is in place. Alternatively, an automated answer machine message informs callers that a full lockdown procedure is in place to be implemented on the school office phone.  |  |
| The **head of school** keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident.  |  |
| If it is necessary to evacuate the building, the evacuation signal is sounded.  |  |
| The rest of the building is evacuated to the designated evacuation point if someone is taken hostage on the school site.  |  |
| **Further action after the lockdown**  | **✓** |
| Parents are fully informed of the incident via letter.  |  |
| The **senior leadership team** reviews the full lockdown procedure for its effectiveness and make changes as necessary.  |  |