**Partial lockdown procedure**

**Filey CE Nursery & Infants Academy**

# Introduction

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

In some cases, a full lockdown of the school premises would not be necessary and a partial lockdown would be more appropriate, e.g. where there has been an incident that has the potential to pose a risk to the school but there is no immediate threat.

Partial lockdown is a precautionary measure which aims to keep pupils and staff safe whilst retaining a degree of normality, and puts the school in a state of readiness, should a full lockdown need to be implemented.

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

# Partial lockdown procedure

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

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

|  |
| --- |
| **Other arrangements** |
| ‘Safe areas’ | **Classrooms/Cloakrooms** |
| Communication arrangements  | **Two-way radio****Mobile phones****Text messaging/Landline phone calls** |

|  |  |
| --- | --- |
| **Partial lockdown procedure**  |  |
| **Initial implementation**  | **✓** |
| The school is made aware of an incident that requires partial lockdown procedure to be implemented. Types of incidents that warrant partial lockdown include, but are not limited to, the following:* A local risk of air pollution
* A civil disturbance in the local community with the potential to pose a risk to the school
 |  |
| The **head of school** to makes the decision to implement the partial lockdown procedure.  |  |
| A partial 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 of 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** is contacted to ensure they are aware of the implementation of the partial 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 to return inside the school building and staff to ensure doors are secure.  |  |
| **Head of school** and **school business partner** check outdoor areas and ensure all staff, pupils and visitors are inside the school building.  |  |
| All external doors and windows are locked and remain locked until the ‘all-clear’ signal is given, or unless otherwise instructed by the **head of school** or emergency services.  |  |
| **Head of school** and **school business partner** check all external doors and windows are locked.  |  |
| If the incident or potential threat involves an explosion, all windows blinds or curtains are closed.  |  |
| In the event of an air pollution issue, all air vents are closed by the **school business partner** |  |
| Pupils return to their classrooms or other assembly points.  |  |
| **Classroom teachers** conduct a register or headcount. Staff notify the **head of school** immediately 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.  |  |
| All staff, pupils and visitors remain in the school building – free movement is permitted, unless otherwise stated by the **head of school** or emergency services.  |  |
| Pupils and visitors are kept calm during the lockdown.  |  |
| Pupils are not released to their parents during the lockdown – pupils with mobile phones are advised to contact their parents to inform them they are safe, but will not be let out of the school building until the all-clear signal has been given.  |  |
| **Office staff** answer telephone calls from parents and inform them pupils will not be released while the lockdown is in place.  |  |
| The **head of school** keeps in contact with the relevant emergency services to assess the best course of action in respect of the threat or incident.  |  |
| If it is necessary to evacuate the building, the evacuation signal is sounded.  |  |
| **Further action after the lockdown** | **✓** |
| Parents are fully informed of the incident via letter.  |  |
| **Senior leadership team** review the partial lockdown procedure for its effectiveness and make changes as necessary.  |  |