



BLUE COAT CE (AIDED) INFANT AND JUNIOR SCHOOLS' FEDERATION

Emergency Lockdown Policy

Signature of Executive Headteacher:

Signature of Chair of Governors:

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The purpose of this policy is to support staff in managing high risk scenarios where a lockdown would be needed. As part of our Health and Safety policies and procedures, the Blue Coat CE Federation has a Lockdown Policy. On very rare occasions, it may be necessary to seal off the school so that it cannot be entered from the outside. This is to ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

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.

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

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 that poses a risk to your school
- An intruder on the site (with the potential to pose a risk to staff and pupils)
- 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

1. Testing of the policy

The DSL or another member of the Executive Leadership team designated by the Executive Headteacher, will schedule at least one practice lock-down drill per year and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place. The DSL/ELT will remind students of the lock-down procedure during the a whole school assembly of each year.

NaCTSO (National Counter Terrorism Security Office) **Guidance**

In June 2017, NaCTSO provided advice to leaders of schools and other Educational Establishments for Crowded places guidance. This guidance has been used to inform the following procedures.

<https://www.gov.uk/government/publications/crowded-places-guidance>

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

2. Full Lockdown Procedures

Notification of Full Lockdown

Lockdown procedures will only be used in the most extreme situations. Staff will be notified that lockdown procedures are to take place immediately on hearing a distinctive sound (noted below). A member of staff that finds themselves in a dangerous situation, where reasonably possible, will be responsible for notifying staff. Staff will work collaboratively to alert adults in the hall/ forest or on other premises. If children are outside playing, they will be alerted by distinctive sound and/or other communication.

All activity to cease immediately, pupils and staff return to the closest building.

Staff will be notified that lockdown procedures are to immediately take place:

BCI – The distinctive sound will be the ringing of a hand bell (kept in Year 1 middle area, Year 2 middle area, Woodpeckers and the cupboard outside the hall).

BCJ – staff to be notified by the school alarm system by hearing three distinctive rings repeated three times.

In addition to this, staff will alert other staff by calling out 'lockdown'

Where possible staff will also be notified by email and internal phone. The internal phone system will also be used by office staff who will inform adults by stating 'ATTENTION LOCKDOWN'.

All staff should avoid putting themselves in a vulnerable situation where they are one to one with a parent/ visitor. If staff feel they are in immediate danger they should get support or call the emergency services.

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

Procedure

In the event of a lockdown, where reasonably possible and safe to do so, staff will follow the **CLOSE** procedure:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be in lock down for some time

3. Security Lockdown Plan

Our safe assembly points	The above signal will activate the lockdown procedures. This will begin with a process of ushering the children into the school building as quickly and as safely as possible. Children or staff not in class for any reason will proceed to the nearest classroom/ or safest nearest building as quickly as possible. Visitors will be notified of the procedures and be co-ordinated by a member of staff.
Secure entrance and exit points	The staff will ensure the locking of the school's classrooms, offices, connecting doors and all outside doors where it is possible to remain safe. Front office staff to ensure that their windows are locked, roller blinds are closed, shutters are closed. If any member of staff feel immediate danger, it is their responsibility to contact emergency services. If practicable, staff should notify their team by phone/email that they have entered lockdown and identify those children not accounted for. Front office staff will guide any visitors waiting in reception into a safe area.
Steps to increase protection	At the given signal the children remain in the room they are in. The staff will ensure the windows and doors are closed/locked and screened where possible. Children will need to be positioned away from possible sightlines from external windows/doors. Staff to support children in keeping calm and quiet. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets. Roll call to be undertaken in class using a paper register.
Internal communication during a lockdown	Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted. Mobile phones should be on silent as stated in the mobile phone policy, so they cannot give away your position. Staff and pupils remain in lockdown until it has been lifted by a senior member of staff/emergency services. At any point during the lockdown,

the fire alarm may sound. As the cause of the alarm will be unknown, await instructions via email/from emergency services. Do not leave the building until you are advised to.

Additional steps to increase protection will include:

-NO ONE SHOULD MOVE ABOUT THE SCHOOL

- Lock and screen doors
- Position children away from sightlines from external doors and windows for example, under a desk/ near inner wall
- Turn off lights and monitors
- Make sure mobiles phones and electronic devices are on silent
- (During lockdown situations communication should only be within school and with emergency services. Staff must not pass on information unless directed by senior staff)
- Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution)
- Cover windows and air vents (if the risk is pollution or a gas cloud)

Arrangements for pupils with additional needs

Children working in the Puffins classroom will find it difficult to remain still and quiet for an extended length of time. Staff should ensure that the blinds of both the community room and the sensory room are fully closed. All doors in both Puffins classrooms should be bolted. Staff should support the children in Puffins to move to the sensory room. Staff should endeavour to keep the children in the sensory room for as long as is necessary until the danger has passed however, in the event of a child becoming dysregulated a member of staff should support the child to quietly access the community room until they are able to return to the sensory room.

4. Roles and Responsibilities

STAFF MEMBER	RESPONSIBILITIES
Senior Leaders	Deciding on the level of response required for an incident, unless you've delegated this to another staff member. Senior Leaders to decide how to communicate with parents.
All staff	-Escort visitors to agreed safe place. -Support with any delegated duties. -Office manager/site staff to ensure that the front door is locked and police called if necessary.
Teachers and support staff	-Bring class pupils to classroom or other place of safety. -Take register and stay with pupils. -Individual teachers/ LSA's lock/close classroom door(s) and windows. Nearest adult to check exit doors.
Other things to consider	-Staff in Fed House to make sure lock is on -Staff in staff room to close blinds and turn off lights -Catering manager to close windows and turn off lights

	-children on the playground/ forest find a safe and secure building
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Communication with parents:

If necessary parents will be notified as soon as it is practical to do so via text message. For those not on the email list, then this will be by phone call.

Parents will be told:

'The Blue Coat Infant/ Junior School is in a full lockdown situation. During this period the phone and entrances will be un- manned, external doors locked and nobody allowed in or out...'

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk. Pupils will not be released to parents during a lockdown. Parents will be asked not to call school as this may tie up emergency lines. If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Emergency Services

Lines of communication with Emergency Services will be kept open 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 Executive Headteacher, or a delegated leader, with regarding the timing of communication to parents.

5. Partial Lockdown

A 'partial lockdown' may also be a precautionary measure, but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Alert to staff: 'Partial lockdown.' 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, etc.

Staff will be notified that partial lockdown procedures are to take place by communication with the Executive Leadership Team. This may be communicated by year leaders/ and admin staff that there is a potential risk. Only if there is an immediate threat, the air horns will be sounded.

Post Lockdown

1. Staff to remain in lock down positions until informed by key staff e.g. Senior Leadership Team or Office Staff in person that there is an all clear.
2. As soon as possible after the lockdown, teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.
3. Crisis management team (Local Authority) to meet and follow Emergency Planning Procedures

Conclusion

The lockdown will be dealt with calmly, efficiently and effectively and with as little disruption as possible to pupils' education. The safety of all will be paramount. This policy must be read in conjunction with all other school policies that refer to the care, safety and welfare of children and staff.

6. Lockdown Situations when Away from Blue Coat Federation

The Blue Coat Federation will also plan for what would happen if a lockdown situation should arise when a group is away from the schools: whether this be on a short visit, day trip or longer trip that involves a party staying away. The federation will always carry out a risk assessment prior to such visits and will consider what would happen if an emergency situation arose that was out of the control of the staff who are supervising the students on the trip.

Appropriate guidance will be given to students prior to the trip, and will be reinforced during the trip itself.

It is almost impossible to predict the circumstances where an emergency situation might arise in a way that specific planning can be undertaken. As a minimum it will be prudent to show students an emergency meeting point if the party gets separated and remind them to follow instructions from the Emergency Services.

7. Incident Control Officers & Response Team

Rooms most suitable for lockdown
1 Classrooms
2 Hall
3 canteen
4 Offices

Communication arrangements
Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.
Classroom telephones
Mobile phones
Instant messaging / email

Evacuation plan, if needed

Remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.

IN the event that the building needs to be evacuated the schools may swap to the alternative site e.g. BCI go to BCJ and vice versa.

Other useful contacts:

Name	Emergency Contact Number
Health Protection and Emergency Planning Officer	01922 650398
Out of Hours	01922 650000
Sharon Grant	07464 912284
Team Group	01922 652221
Blue Coat Academy	
St. Mathew's Church	

8. Talk to pupils both before and after a drill

Before the drill

Talking to pupils before a lockdown drill will help you manage any anxiety they may feel. You can do this in an assembly, or ask teachers to talk to their own classes. You might find it's better for teachers to talk to pupils (especially younger ones) in the classroom because:

- It allows them to discuss a security lockdown in a familiar environment for pupils
- Pupils may feel more comfortable asking questions (about lockdown or the reasons for it) with staff they're more familiar with
- Staff can **show** pupils what they'll need to do, rather than tell them
- Staff can tailor the way they discuss the drill based on the pupils they have in their classes (for instance, pupils who speak limited English may need visual aids, or pupils with special educational needs may need additional guidance, support or specific procedures)

Whether you talk about it in an assembly or in classrooms, make sure pupils know:

- What the procedure is, step by step
- How you expect them to behave
- That this is just a drill, and they aren't in any real danger (it may help to compare it to a fire drill)

Schedule your lockdown drill to take place soon after you or your staff have spoken to pupils. Find more guidance on talking to pupils of different ages in the next section.

During the Drill

For younger children in the Early Years Foundation Stage (EYFS) and Key Stage (KS) 1:

- Focus on "plans to keep us all safe" and "what to do in an emergency" – using the word 'lockdown' might confuse them, as they could think of COVID-19 precautions
- Tell pupils that "it's **very** unlikely we'll need to do this, but we have to practise just in case"
- Treat it like a fire drill, explaining that these are things the adults need to do to keep pupils safe, and this is how pupils can help
- Remind them that it's to keep them safe, and although it might feel exciting to be climbing under desks and turning lights out, it's important they take it seriously

For older pupils in KS2:

These pupils will probably be more aware of the kinds of bad things that can happen. Make sure you give these pupils time to express their concerns or fears, and to ask any questions. It's best to answer their questions as honestly as you can, without scaremongering.

Follow their lead: some will be happy with the suggestions above, and others will be more mature and will need more information.

Try to:

- Stay calm. This will help pupils stay calm
- Use clear, simple language and be honest about what the lockdown is for. You could say "this is in case someone comes into our school who shouldn't be here, this is how we'll keep everyone safe, and it's important that we all know what to do"
- Don't shy away from the fact that something could happen, but emphasise that it's **very** unlikely
- Compare it to a fire drill – it's something they're familiar with and practise to be safe, even though they might not need it for real

After the drill

- Praise your pupils and explain how their good behaviour kept them safe and out of harm
- Talk to your pupils about how they felt and make time to answer any questions they may have
- Ask if there was anything that your class could have done better when reacting to the drill
- Remind your pupils that it was a drill and there's nothing for them to worry about
- Then go straight back to 'work as usual'

Appendix 1: Security Lockdown Procedure Letter to Parents/carers

As you may be aware, all schools have to have a lockdown procedure in place in case of emergency. We have reviewed our procedures and a copy of the policy is now on our website. We will practice the procedure at least annually with children so that they would know what to do should we ever need to use lockdown. This is done sensitively with children so as not to cause any distress, in the same way that school would practice the Fire Evacuation Procedure.

Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school.

Lockdown procedures may be activated in response to any number of situations, these may be:

1. A reported incident, disturbance in the local community
2. An intruder on the site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
4. A major fire in the vicinity of the school
5. The close proximity of a dangerous dog

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. You may wish to read the full policy, however, this section gives the guidance for parents.

If necessary, parents/carers should be notified as soon as practicable to do so via the our messaging service that there is a lockdown situation, they should be given enough information about what will happen so that they are reassured that everything possible is being done to ensure their child's safety:

- they should not contact the school as this will tie up the phone lines;
- they should not attend school as this could interfere with the emergency services access to school and they may put themselves in danger;
- they should wait for the school to contact them about when it is safe to collect their children.

Pupils will not be released to parents during a lockdown. Hopefully, we will never have a situation where we would need to use lockdown but we all feel safer knowing that we have procedures in place for any eventuality that would keep our children safe.


Appendix 2: Lockdown drill action check list


Use this checklist to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practice going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		
Communicate with local authority/ parents via text messages		




Appendix 3: Lockdown Procedures for Children

A lockdown drill is not a fire drill. 

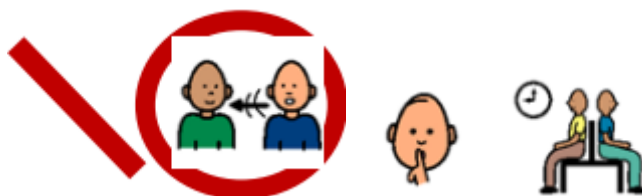
it means there could be danger outside 

or inside school. 

We will hear a very loud sound. 

Sit on the floor  and close the blinds. 

This is to keep everyone safe.



No talking. Be quiet wait until the drill is over

and your teacher says everything is okay.