



Blackwater Community Primary School

Lockdown Policy
2024 - 2025

Aims and Purpose

Lockdown procedures should be 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.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- *A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)*
- *An intruder on the school site (with the potential to pose a risk to staff and pupils)*
- *A warning being received regarding a risk locally of air pollution*
- *A major fire in the vicinity of the school*
- *The close proximity of a dangerous animal roaming loose*

Lockdown Plan

The school's lockdown plan is as follows: On receipt of information that would trigger a lockdown;

- *The message '**LOCKDOWN**' will be taken by the Headteacher, Deputy Headteacher Teacher, member of SLT or Office Staff to all of the classes in school. Key SLT to have a tick list to go around the school to ensure that all the spaces have been checked, Children or adults outside or in other locations should be informed so that they can return to class. Other available adults will be used in order to pass the message quickly around school.*
- *A staff member from the office or Headteacher will lock the front door and all external doors double checked for locking by teachers.*
- *The message is '**LOCKDOWN**' with no further explanation at that time in order to make the process as quick as possible.*
- *Responsible adults in class should ensure that the external windows are locked and blinds/curtains pulled.*
- *Responsible adults in class should take a head count or register to ensure that all children are accounted for and inform the office quickly if they are not.*
- *If the lockdown is initiated by a school, then office staff/Headteacher/Senior staff should call 999 to request emergency services or help needed.*
- *If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site to the playground and carry out a head count.*
- *Everyone should remain in their safe place until an '**ALL CLEAR**' message has been given or we have been told to evacuate by emergency services.*

Further action:

Further action depending upon the nature of concern:

- *Block access points to the school and classrooms with furniture to provide obstruction*
- *Sit on the floor and under tables*
- *Hide below window view height or in the cloakroom*
- *Staff should encourage the pupils to keep calm*

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, lockdown procedures will be shared with all staff and newly appointed staff.

Partial Lockdown

'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 or a dangerous animal.

Immediate action:

- *All outside activity to cease immediately, pupils and staff return to building*
- *All staff and pupils remain in building and external doors and windows locked*

Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff. All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. 'Partial lockdown' is 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.

Communication with Parents:

*Parents will be notified as soon as it is practicable to do so via emailing and Dojo. Pupils will not be released to parents during a lockdown. If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to 'EVACUATE' shared. At this point the decision will be made to evacuate to the playground, field or offsite to **Blackwater Village Hall** using the safest route. Teachers and office staff to take their mobile phones and the contacts book. All medication for pupils will be taken by teaching staff/TAs e.g. epi-pen, inhalers. School lockdown procedures, especially arrangements for communicating with parents, will be routinely reviewed. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents should 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 needed for contacting emergency providers*
- *Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger*
- *Wait for the school to contact them about when it is safe for to come and get their children, and where this will be from.*

Emergency Services:

It is important to keep lines of communication open with Emergency Services 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 Headteacher with regarding the timing of communication to parents.

Those people responsible for curriculum matters in this school are:

Mrs. Evey Evison ~ Headteacher

Mr. Garrick Royle ~ Health and Safety Governor

Date of Policy: Sept 2024

Review: Sept 2025

Appendix One – SLT Tick sheet

Lockdown Tick List for SLT – **LOCKDOWN** and **ALL CLEAR** order.

Date:	
Time:	
Lead adult:	

Message '**LOCKDOWN**' given

<i>Space in school</i>	
<i>Wheal Friendly</i>	
<i>Wheal Harmony</i>	
<i>Hall and Snug</i>	
<i>Kitchen</i>	
<i>Luna</i>	
<i>Busy</i>	
<i>Staff Room</i>	

Message '**ALL CLEAR**' given

<i>Space in school</i>	
<i>Wheal Friendly</i>	
<i>Wheal Harmony</i>	
<i>Hall and Snug</i>	
<i>Kitchen</i>	
<i>Luna</i>	
<i>Busy</i>	
<i>Staff Room</i>	

Appendix Two – Classroom Tick lists

<i>LOCKDOWN PROCEDURE</i>	
<i>When the word 'LOCKDOWN' is ordered, please ensure the following is carried out:</i>	
<i>Task</i>	<i>Completed:</i>
<i>Close doors</i>	
<i>Close windows and put down blinds</i>	
<i>Register class</i>	
<i>Any additional children / adults – ensure they return to class.</i>	
<i>Await the 'all clear' message</i>	
<i>Following classes, please check these spaces for doors and windows closed.</i>	
<ul style="list-style-type: none"><i>• Wheal Friendly – check field and Cabin</i><i>• Wheal Harmony – check Oasis and toilets</i><i>• Wheal Busy – check Wheal Jane, Rainbow Room and Hive</i><i>• Wheal Luna – check staffroom, toilets and KS2 corridor</i>	