



Clifford Holroyde Specialist SEN College

# LOCKDOWN PROCEDURE

February 2019

This Guidance is linked to:

- SEMP
- Whole School Health and Safety Policy

## **PURPOSE**

All Staff, pupils and visitors have the right to learn, work and be present in a safe and secure environment. However the possibility of a major incident is a reality which cannot be overlooked. Everyone who spends any amount of time in **Clifford Holroyde School** on a regular basis, needs to know how to protect themselves and how to protect our children, in the event of a major incident or threat of school violence. We are committed to providing and maintaining a Safe School environment.

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, pupils and visitors 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, these include but are not limited to:-

- 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 major fire or environmental emergency, of air pollution (smoke plume, Gas cloud etc).
- The close proximity of a dangerous dog roaming loose
- Severe weather conditions
- Terrorist threat.

The school's lockdown plan is as follows:

## **COMMUNICATION**

Signal for Lockdown: **Tannoy announcement providing immediate contact made to classrooms / learning areas (Tannoy is in the store room directly behind the main office). The tannoy announcement should state "The school is in immediate lockdown".**

Signal for All Clear **Tannoy announcement / contact made to classrooms / learning areas (via phone system or in person where relevant)**

## **LOCKDOWN**

Rooms most suitable for lockdown:- teaching rooms / learning areas and school offices, dining room only open during times of use (all staff have a key)

Entrance Points (doors, windows) which should be secured:- **all classroom doors and windows, corridor doors and windows, kitchen / dining / sports hall (ground floor classrooms have external shutters)**

Communication Arrangements:- **mobiles, internal telephone system (staff to be aware of dangers when using their phone – as communicated at staff meetings)**

**NOTES: If someone is taken hostage on the premises the school should seek to evacuate the rest of the site.**

**A practice Lockdown will be implemented each academic year (with or without the children on site as necessary)**

Initial response to lockdown:

<b>REF</b>	<b>Initial Response</b>	<b>Responsible Staff</b>
1	Ensure all pupils are inside the school building –alternatively ask pupils to hide or disperse if this will improve their safety	<b>Teachers responsible for own class (at the time of teaching, not their form class). Take cover under desks / tables. Lights turned off (be aware of mobile phone lights)</b>
2	Lock / Secure entrance points (doors [if fitted with locks], windows) to prevent the intruder entering the building	<b>Teachers responsible for own class. Admin staff for front entrance and offices. Site Manager / caretaker and SLT for all corridor and external doors / windows</b>
3	Contact Emergency Services	<b>Admin Office / Headteacher</b>
4	Ensure action taken to protect from attack <ul style="list-style-type: none"> <li>• Block access points (move furniture to obstruct doorways)</li> <li>• Sit on floor under tables or against a wall</li> <li>• Keep out of sight</li> <li>• Closer curtains / blinds</li> <li>• Turn off lights</li> <li>• Stay away from windows and doors</li> </ul>	<b>Teachers responsible for own class. In event of lunchtime period kitchen staff and monitoring teaching staff to take responsibility</b>
5	Ensure pupils, staff and visitors are aware of another exit point in case the intruder gains access	<b>Teachers responsible for own class. Admin staff for front entrance and offices.</b>
6	Check for missing / injured pupils, staff and visitors	<b>Teachers responsible for own class. Admin staff for front entrance and offices. Headcount completed by SLT where possible.</b>
7	Remain inside until all-clear has been given, or unless told to evacuate by the emergency services	<b>Teachers responsible for own class. Admin staff for front entrance and offices.</b>
8	If no internal telephone system or walky-talky communication is possible – all staff should switch on their mobile phone – set on silent mode to allow communication / updates / all clear communications	<b>All staff</b>

- Staff will be alerted to the activation of the plan through the **internal and mobile telephone system**
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If children remain outside they will hide behind **storage containers or taken off site by the supervising staff (teacher, dinner staff, etc)**
- Those inside the school should remain in their classrooms – move away from windows and doors, from sight lines, turning off lights, computers/SMART boards.
- All external doors and, as necessary, shutters and windows are locked (depending on the circumstances, internal classroom doors may also need to be locked or blocked)

- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via **internal and mobile telephone system** and instigate an immediate search for anyone missing. **The SLT are aware of each others phone numbers.**
- Staff should encourage the pupils to keep calm
- As appropriate, the school office will establish communication with the Emergency Services and notify Liverpool City Council via the 'School Emergency' phone number (**Emergency Planning 0151 225 8400**). Staff to provide the Emergency services with the exact location of the incident, the nature of the incident including buildings number of people involved etc, what the actual and potential hazards are, the best access point for the emergency services to access the site including obstructions / bottlenecks to avoid, the number of any casualties and un-injured at the scene, which other emergency services are already on site
- Parents will be notified as soon as it is practicable to do so via text messaging
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, **then staff will be informed through the Tannoy system.**
- **There are three sets of additional Lockdown Keys Sets, containing necessary shutter and door keys (these are located in the main office, the HTs office and the AHTs office and the location is communicated to staff).**

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

### **Partial Lockdown**

#### **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.

#### **Immediate action:**

- All outside activity to cease immediately, pupils and staff return to building. (**Staff will be alerted through the SLT taking charge of the incident**).
- All staff and pupils remain in building and external doors and windows locked
- Movement may 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 and dynamic 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.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

### **Full Lockdown**

#### **Alert to staff: 'Full lockdown'**

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

### **Immediate action:**

- All pupils return to classroom
- External doors locked. Classroom doors blocked
- Windows locked, blinds drawn, shutters put down, pupils sit quietly out of sight (**under desks / tables where possible**). move away from windows and doors, from sight lines, turning off lights, computers/SMART boards.
- Register taken/head count-the office will contact each class in turn for an attendance report **via internal phone system**
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
- Ignore fire alarm activation; the school should not be evacuated using this method..
- During the lockdown, staff will keep agreed lines of communication open, **via internal and mobile telephone system** but will not make unnecessary calls to the central office as this could delay more important communication.

### **Lockdown before / during breaks and after school day**

**Due to the size of the school site system for full and partial lockdown will be as above.**

If an **intruder has entered** the building you should consider the changes to the procedure, this may include;

- Directing all pupils, staff and visitors into the nearest classroom or secured space.
- Classes that are outside should not enter the building but be moved to the evacuation point.
- Lock classroom doors, but do not lock exterior doors.
- Keep pupils seated on the floor and turn off the lights.
- Do not respond to anyone at the door until given the all clear.
- Ignore any fire alarm activation; the school should not be evacuated using this method.

### **Communication between parents and the school**

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website. 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 you to come get their children, and where this will be from

Parents will be told:-

***'.... the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed to enter the building'***

Parents will be informed by **phone** as soon as possible after the situation what the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Emergency Services**

It is important to keep lines of communication open with Emergency Services for advice as a situation unfolds.

When communicating with Emergency use ETHAN:

- **E**xact Location
- **T**ype: nature of incident
- **H**azards
- **A**ccess
- **N**umbers of casualties, injured
- **E**mergency services: which on scene

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.

In the event of a prolonged lockdown or more severe scenario, Liverpool City Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friend and family outside of the cordoned area.

More advice is available through LCC (Emergency Planning Team) and SIL Ltd (Phil Cooper: Senior School Improvement Officer: Safeguarding) and further reading can be found online at <http://www.ednet.co/Schools-Emergency-Planning>.

Use Appendix 6 of the SEMP template School Emergency Management Plan also to assist planning and thinking.

---

**Signed:** **Chairperson of the governing body**

**Date:**

**Signed:** **Headteacher**

**Date:** **Review Date: Feb 2020**