



**Lockdown Procedures Policy**  
**issued by the Governors of Milton Mount Primary School**



**Effective from: December 2021**

---

**Signed by: Lesley King**

**Next review date: December 2023**

The Lockdown Procedures Policy reflects the UN Convention on The Rights of the Child (CRC) by supporting these Articles:

**UNCRC Article 28:** All children have the right to an education.

**Contents**

1. Introduction .....	2
2. 'Lockdown' Alert.....	2
3. Lockdown Arrangements.....	2
3.1 Partial Lockdown .....	2
3.2 Full 'Lockdown' .....	3
4. Unsafe Areas (if applicable) .....	4
5. Communication with Parents and Carers.....	4
6. Appendix 1 –Roles and Responsibilities .....	5
7. Appendix 2 – Overview Sheet.....	6
8. Appendix 3 – Communication Flow Chart (schools own version).....	7
9. Appendix 4 – Sample letter to parents/carers .....	8
10. Appendix 5 – Local Procedure – Office, Medical and Premises.....	9

## 1. Introduction

'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, staff and visitors.

'Lockdown' procedures may be activated in response to any number of situations, which may include:

- 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 (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog/animal roaming loose.

## 2. 'Lockdown' Alert

The nominated Lockdown Manager at the school is the Headteacher *Anne Holmes* or one of the deputies in her absence, *Lee O'Mahony* or *Carrie Overton*; they will initiate, manage and conclude the 'lockdown'. They will also communicate with the emergency services. The role and responsibilities of the Lockdown Manager are recorded in Appendix 1. If all Headship Team are absent, School Business Manager, will initiate, manage and conclude the 'lockdown'. The Headship Team will be alerted by phone, when it is safe to use phones. Staff should have radios or laptops on at all times.

The fire alarm will not be used to alert staff of the need to 'lockdown' to avoid potential confusion. If the fire alarm sounds during a 'lockdown' it is to be ignored unless smoke or flames are directly visible and pose an immediate threat to your location.

The Weekly Memo can be used to check who is absent on a given day.

## 3. Lockdown Arrangements

### 3.1 Partial Lockdown

Staff will be alerted by a yellow screen appearing on their laptops stating 'We are in a soft lockdown procedure - please act according to the procedure'.

In a partial 'lockdown' staff and pupils must remain in the school building and all doors leading outside must be locked; blinds should be closed. No one can be allowed to enter or leave the building; however teaching and work should continue as usual if practicable to do so. 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, but whereby that risk is not immediate. It may also be as a result of a warning being received regarding the risk of air pollution, etc. especially any warning from the emergency services.

Immediate action

- All outside activity to cease, pupils and staff return to the building. (Office staff will alert anyone outside, such as Forest Schools or PE lessons, of the partial lockdown situation.)
- Medical Staff to check Staffroom and close and lock doors and windows, closing blinds in the staffroom; also secure the external door adjacent to their office, move to nearest safe place
- If 'lockdown' starts during break or lunch time, all staff and pupils to return to the building using the nearest entrance and remain in the nearest safe area
- All staff and pupils remain in the building and all external doors and windows to be locked shut, other than those as designated emergency exits
- Free movement may be permitted within the building dependent upon circumstances

- In the event of air pollution, chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems must be closed or turned off
- Use anything to hand to seal up all the cracks around doors and any vents into the room – your aim is to minimise possible ingress of pollutants
- Activities in the classroom to continue
- Staff should await further instructions.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on any advice received from the Emergency Services.

Communication during a ‘partial lockdown’ will be via the school’s email system, internal phone system or direct communication from the Lockdown Manager.

A ‘partial lockdown’ may also be used as a precautionary measure; putting the school into a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Staff must prepare for the potential escalation to full lockdown.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Staff and pupils remain in ‘lockdown’ until it has been lifted by the Lockdown Manager or senior member of the emergency services.

### 3.2 Full ‘Lockdown’

Staff will be alerted by a red screen appearing on their laptops. This signifies an immediate threat to the school and may be an escalation of a partial ‘lockdown’. The aim of a full ‘lockdown’ is for the school and its rooms to appear empty.

#### Immediate action

##### With gun

- Pupils and staff to run and hide in a location that would protect them from gunfire, bullets can go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls
- All outside activity to cease, pupils and staff should return to the building or exit the site and proceed to Grattons Park.
- External doors locked. Classroom doors locked (where a member of staff with a key is present) or barricaded
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in)
- Lights, smartboards and computer monitors turned off
- Pupil’s mobile phones to be turned off, staff mobiles to be set to silent with no vibrate, visitors' mobiles to be turned off.
- A register to be taken of all pupils and staff in each classroom/office;
- Communicate register of staff and pupils to the Lockdown Manager
- Staff should await further instructions.

##### Without gun

- If the intruder has knife, staff and pupils should remain in locked rooms with the blinds down
- All pupils/staff should go to central areas, away from windows
- Office staff should remain in their office, unless the threat is in the area adjacent to them, in which case they should move to the year 5 group room

- All outside activity to cease, pupils and staff return to the building or exit the site and proceed to Grattons Park.
- External doors locked. Classroom doors locked (where a member of staff with a key is present) or barricaded, if appropriate with tables
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in)
- Pupils and staff to run and hide in a location that would protect them from gunfire, bullets can go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls
- Lights, smartboards and computer monitors turned off
- Pupil's mobile phones to be turned off, staff mobiles to be set to silent with no vibrate members of the public and visitors' mobiles to be turned off.
- A register to be taken of all pupils and staff in each classroom/office;
- Communicate register of staff and pupils to the Lockdown Manager
- Staff should await further instructions.

During the 'lockdown', staff will keep agreed lines of communication open but not make unnecessary calls as this could delay more important communication. Staff are not to use the school's email system or internal phone lines as these may not be secure.

Staff and pupils remain in 'lockdown' until it has been lifted by the Lockdown Manager or senior member of the emergency services.

#### **4. Unsafe Areas (if applicable)**

The following areas must not be used during a lockdown and should be evacuated as they cannot be secured:

- Staff toilets in KS1, staff toilets beside the small kitchen, staff toilets in Y3, changing rooms in Y6, large hall, library, Y5 toilets, y3-4 toilets, hygiene room.

#### **5. Communication with Parents and Carers**

The 'lockdown' manager will inform parents and carers that the school is in lockdown via the school's Parentmail system and the website, the below template may be used:

##### **Please find in Staff Shared (T:) – LOCKDOWN INFORMATION – LOCKDOWN WORDING FOR PARENTMAIL**

'The school is in a lockdown situation. During this period phones will not be answered, all doors are locked and nobody can enter or leave the site. We are working to ensure the safety of all our children. DO NOT come to the school until the incident has been resolved. We will keep you informed as best we can.'

During a 'lockdown' no members of the public will be allowed into the school and parents/carers will be told not to travel to the school.

All staff, pupils and visitors to the school will not be allowed to leave the school until the lockdown has been declared over.

Pupils will not be dismissed to parents or carers until the incident has been declared over by the Lockdown Manager or senior member of the emergency services. Appendix 1 – Roles and Responsibilities

##### Lockdown Manager

The nominated Lockdown Manager at the school is the Headteacher *Anne Holmes* or one of the deputies in her absence, Lee O'Mahony or Carrie Overton. If all Headship Team are absent, School Business Manager, and

Year 6 Leader, Tracy Groves, will initiate, manage and conclude the 'lockdown'. The Headship Team will be alerted by phone, when it is safe to use phones.

- Alert all staff and pupils of the need to 'lockdown' the school.
- For partial 'lockdowns' Staff will be alerted by a yellow screen appearing on their laptops stating 'We are in a soft lockdown procedure - please act according to the procedure'.
- Inform parents/carers via the Parentmail system and the website.
- Ensure communication networks with all key staff are established.

#### Classroom Based Staff

- Lock all external doors and windows.
- If full lockdown secure all internal doors – lock or barricade.
- Close and secure all windows.
- Close all curtains or blinds.
- Ensure pupils are in a safe place in the classroom i.e. sheltered by a substantial wall away from doors and windows.
- Ensure you have a means to communicate with the lockdown manager.

#### Office Based and Site Staff

- Ensure all entrances are locked and secured.
- Close and secure all windows.
- Turn off all IT equipment if an estranged parent or carer is trying to remove a child from the school and there is accessible information on an IT system in the office.

#### All other staff

- Ensure Forest School activities are alerted.
- Ensure PE activities are alerted
- Advise the Team Leader of any offsite visits.

#### Chartwells

- Must have a radio switched on in the kitchen and if alert is made, lock all doors and remain in the kitchen area

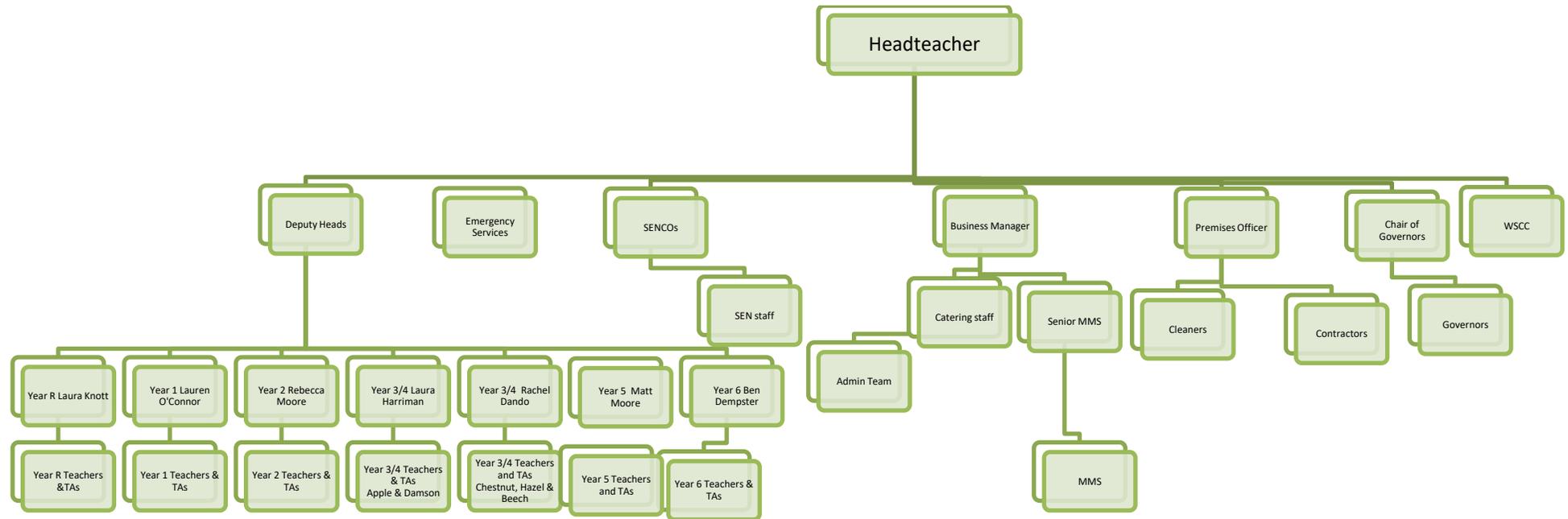
## **6. Appendix 2 – Overview Sheet**

Milton Mount Primary School

'Lockdown' Action

In the event of an incident requiring you to take shelter, stay indoors in the classroom you are in or if you are outside or not in a classroom go to the nearest classroom.

7. Appendix 3 – Communication Flow Chart



## 8. Appendix 4 – Sample letter to parents/carers

Dear Parents and Carers,

Re: Emergency Lockdown Procedure

Our primary aim as a school is the safety and wellbeing of our pupils, to support us in achieving this we have many policies in place, including how we would respond to a potential incident either in the community or directly affecting the school.

One of these policies is our 'Lockdown' procedure, the aim of this policy is to support our staff in safeguarding our pupils from a variety of potential hazards that many arise, these include:

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.

In the event of an emergency that requires the school to be locked down the following actions may be taken, please note this is not an exhaustive list and is being provided as a summary only, exact actions will be dependent on the incident:

- Staff will ensure all pupils are inside the school buildings and lock any outside doors and close any windows that may be open;
- If pupils are outside, staff will bring them back into their classrooms;
- A register will be taken and any pupil not present will be notified to senior staff who will arrange a search for the missing pupil;
- Site and office staff will ensure all external doors are secured and closed;
- Emergency services will be notified;
- A message will be sent to parents and carers via our normal systems to advise of the emergency;
- Pupils will not be released from the school until the all clear is given;
- Parents/Carers MUST NOT try to contact the school or come to the school until the all clear has been given. This can both block essential routes of communications and hamper the emergency services.

We will shortly be carrying out an emergency drill with the staff and pupils to ensure that everyone is clear on what they have to do.

In the unlikely event that we have to put this process into action we need to ensure that parents are aware of the arrangements, as outlined above.

## 9. Appendix 5 – Local Procedure – Office, Medical and Premises

These steps apply to staff based in the office area:

- Business Manager to close and lock BM office windows, pull the blinds, then leave the office, locking the door from the outside
- Office staff to alert Medical and Premises staff of the 'lockdown', using radios
- Laptop of School Administrator should remain live, so registers can be printed
- Business Manager to set alert on laptops for 'soft lockdown'
- Business Manager to ensure connection is complete for all laptops
- Medical Staff to check Staffroom and close and lock doors and windows, closing blinds
- Premises Officer, or Office Staff in his absence, to close and lock gate to outer premises area, close and lock outer and inner premises doors
- Staff to congregate in school office, or year 5 group room, if office is close to the 'lockdown' situation

During the updating of this policy, Safeguarding was taken account of.

Approved by the Governing Body

Signed (Chair of Governors)



Date December 2021

Review Date: December 2023