



St Peter's Methodist Primary School

Lockdown Policy

Written: February 2018

Agreed at Finance and Property Committee:

Reviewed by Property Committee:

Next Review Date: November 2018

Aims

To ensure the safety of the school community by having effective practical measures to deal with intruders or unsafe incidents (i.e. dangerous dogs) to the school building and grounds.

Rationale

We believe it is essential to have in place good school security systems to protect pupils, school personnel, visitors and equipment. Parents need to feel confident that everything has been done to create a safe and secure working environment for their children. Our principal aim is to ensure the personal safety of the whole school community.

We are aware that all members of the school community could be vulnerable to assault from intruders while in the school building or school grounds. We believe that a person or a group of people found on the school premises who have not followed correct visitor procedures can best be described as intruders. In such a situation school personnel are advised to assess whether the intruder is or is not a security risk before challenging the individual/s to establish their identity and the purpose of their 'visit'.

School personnel must be aware that intruders might be visitors with legitimate school business or they may be individuals who may pose a security risk. School personnel have a duty to assist in the personal safety of the whole school community by dealing with all suspicious persons who appear on the school premises or grounds in a calm non-confrontational manner.

We have a duty to make the general public aware that the school is not a public place to which they are entitled to have access. Any person who enters without permission is a trespasser and should be asked to leave. Although, trespassing is not a criminal offence; if a trespasser refuses to leave a school premises, re-enters after being asked to leave or causes a disturbance they could be committing a criminal offence under section 547 of the Education Act 1996.

Role of the Governors

- Appoint the Finance and Property Committee to look at all aspects of security to ensure St Peter's Methodist Primary School is a safe place for children, staff and visitors.
- Ensure appropriate resourcing is in place to support this policy.
- Delegate powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware and comply with procedures.
- Ensure parents are informed of this policy and that it is available on the school website.
- Monitor effective implementation of this policy.
- Ensure school complies with equalities legislation.
- Sign in and wear ID badges when visiting schools.

Role of the Headteacher

- Ensure security measures are in place and effective.
- Ensure all staff are aware of and follow this policy.
- Ensure children will know what to do when an intruder is on the school premises or there is a risk posed on the school grounds e.g. a dangerous dog.
- Ensure parents/carers are aware of school security procedures.
- Continuously monitor and evaluate effectiveness safety policies.

Role of the Pupils

- Children should be able to answer the question: What should you do if you do not recognise a person on site and they are not wearing a visitor's sticker?
- Listen carefully and calmly to the class teacher at all times.
- Take part in safety discussions.
- Liaise with the School Council.
- Participate in lockdown drills.

Role of the Parents/Carers

- Will be aware of and comply with this policy.
- Be expected to be challenged if they do not follow this policy.
- May enter the school premises when authorised to do so.
- Must comply with school security arrangements.
- Will not roam around the school.
- Will not enter classrooms without permission.
- Must not disturb the working of school personnel.
- May be banned from the school premises if they cause a disturbance, are abusive or violent in any way.
- Will have to sign in and wear visitors lanyard / badge at all times.
- Will behave like a visitor if they are on the premises outside drop off and pick up times.

Visitors

- Will report to the office.
- Wear visitor lanyard/stickers.
- Only visit areas of the school as agreed by the Senior Leadership Team / Office staff
- Will be challenged if they do not follow this policy.

Procedures

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.

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 (smoke plume, Gas cloud etc).
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

The school's lockdown plan is as follows:

Signals	
Signal for full lockdown	Pulsing bell / Whistle blown in short bursts
Signal for all clear	Ring school bell three times / Three long blows on a whistle
Lockdown	
Rooms most suitable	All children to remain in own classrooms.
Entrance points to be secured	External doors/gates by a senior member of staff (SLT / FLO / office manager / OOSC supervisor) / fire marshals Fire Doors Internal doors All windows
Communication Arrangements	Telephones, Mobile phones, Email
Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site to St Peter's Methodist Church depending on location of threat.

Initial response to lockdown	Sign & Time
<p>L1</p> <p>Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety.</p> <p>CTs responsible for own class. Complete an initial headcount and cross-reference against the fire lanyard. Email SLT and Office to confirm all pupils accounted for / any missing and who.</p> <p>Do not leave the room to look for missing pupils</p> <p>Be aware of any pupils knocking on your door to come in as it may be their nearest safe place.</p> <p>All pupils to take cover under desks or tables</p>	
<p>L2</p> <p>If safe to do so, fire marshals to clear their designated zones. Any children found in corridor / toilets etc to be taken to the nearest safe room.</p> <p><i>If upstairs fire marshal (HT) not upstairs, then available adults upstairs are to clear the zones:</i></p> <p><i>Yr6 adult – toilets</i></p> <p><i>Yr5 adult – Group rooms and offices.</i></p>	
<p>L3</p> <p>Lock / secure entrance points (e.g. gates, doors, windows) to prevent an intruder entering the building.</p>	
<p>L4</p> <p>Office to Dial 999.</p>	
<p>L5</p> <p>Ensure people take action to increase protection from attack:</p> <p>Block access points (e.g. move furniture to obstruct doorways), sit on the floor under tables or against a wall, keep out of sight, draw curtains / blinds, turn off lights & stay away from windows and doors.</p>	
<p>L6</p> <p>Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.</p>	
<p>L7</p> <p>If possible, check for missing / injured pupils, staff and visitors.</p>	
<p>L8</p> <p>Remain inside until an all-clear has been given, or unless emergency services order evacuation.</p>	

Extra Guidance

- Staff will be alerted to the activation of the plan through the continuous pulsing of the school bell / whistle.
- Pupils who are outside of the school building should be brought inside as quickly as possible. If the situation allows, pupils to line up and lead in through all available entrance doors, unless this endangers them and others. If children remain outside they will hide in the school grounds, sheltered from view.
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are closed (depending on the circumstances, internal classroom doors may also need to be blocked).
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via internal e mail to the office copying in members of the a senior member of staff (SLT / FLO / office manager / OOSC supervisor).
- Staff should encourage the pupils to keep calm.
- As appropriate, the school office will establish communication with the Emergency Services and notify Kent County Council via the 'School Emergency' phone number. (AEO: 03000418794 / 07834 841794)
- Parents will be notified as soon as it is practicable to do so via email, text message and school website.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the alarm will be sounded continuously and a member of the a senior member of staff (SLT / FLO / office manager / OOSC supervisor) will meet classes at their normal evacuation points.

Partial Lockdown

Alert to staff:

- 'Partial lockdown' (this will be given to staff in person by a member of the Senior Leadership Team or office staff).
- 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.
- All staff and pupils remain in building and external doors, gates and windows closed – checked by a member of a senior member of staff (SLT / FLO / office manager / OOSC supervisor).
- 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.
- In the event of an air pollution issue, air vents should 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 classrooms. If outside, if the situation allows, children to go into lines before entering the building through all available doors.
- If safe to do so, fire marshals to check zones. Pupils found in corridors, toilets etc to be taken to the nearest safe room.
- External doors and gates locked by a senior member of staff (SLT / FLO / office manager / OOSC supervisor) & classroom doors locked / blocked.
- Windows closed, pupils sit quietly out of sight, (under desks).
- Register taken/head count.
- Teachers to email members of the a senior member of staff (SLT / FLO / office manager / OOSC supervisor) and office with headcount totals
- The office will contact each class in turn for an attendance report via email.
- Staff and pupils remain in lockdown until it has been lifted by a senior member of staff or the emergency services.
- At any point during the lockdown, the fire alarm may sound continuously, this is the cue to evacuate the building.
- During the lockdown, staff will keep agreed lines of communication open, but will not make unnecessary calls to the central office as this could delay more important communication.

Communication between parents and the school

Parents will be informed of the existence of this policy via newsletter and will be told that a full copy is available on 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 service providers.
- Do not come to the school unless instructed to do so. This could interfere with emergency service's access to the school and may even put themselves and others in danger.
- Wait for the school to contact Parents/Carers about when it is safe for them to come to get their children, and where this will be from.

Parents will be told:

'Do not come to school, the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody will be allowed to enter or leave the school site. Please do not ring the office as these lines are needed for emergency procedures. You will be informed by text and a message on the school website as soon as it is safe for you to come and collect your children.'

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 regarding the timing of communication to parents.