

# Coleham Primary School



## Lockdown Procedure

**Date of Publication: March 2018**  
**Review Date: April 2024**



## **Introduction**

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that all staff and pupils are safe in situations where there has been any external incident which has the potential to pose a serious threat to the life and safety of persons in the school. Procedures should ensure a swift response is taken and minimise the disruption to the learning environment whilst ensuring the safety of all staff and pupils.

A Lockdown is the opposite of an evacuation – students and staff remain inside school buildings. Lock down is split into two phases ‘Partial Lockdown’ and ‘Full Lockdown’. A full Lockdown should give the appearance that the school is closed.

## **Circumstances that would trigger a lockdown**

- a disturbance in the local community which poses a risk to the school,
- a threat from an individual, outside the premises
- local risk of air pollution, such as a smoke plume or gas cloud,
- a major fire in the vicinity of the school,
- close proximity of a dangerous dog roaming loose,
- instruction from the emergency services,
- an intruder on grounds with the potential to pose a risk to the school,

## **Partial Lockdown**

**Alert to staff:** ‘Partial lockdown’ Amber Alert

In a partial lockdown staff and pupils should remain or come inside the school building\* and all doors leading outside should be locked (most external doors are on a fob device which is sufficient but other external doors must be locked). Entrances and exits to the school are monitored closely and all staff are aware and alert to be vigilant; however school activities continue as usual. Children may not be aware of the situation in this instance.

\*School buildings-Main School Building & EYFS, Coach House & Cabin. It is advised that anyone in the smaller outbuildings Studio or Den return to their main classes if possible or closest larger outbuilding.

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, a dangerous dog roaming loose, a threat from an individual, major fire in the vicinity, direct instruction from emergency services, it may also be as a result of a warning being received regarding the risk of air pollution.

Partial Lockdown will be communicated by the Senior Leadership Team/available staff to all classes via radio, verbal msgs and email communication.

### **Immediate action:**

- As appropriate, the school should establish communication with the Emergency Services as soon as possible.

- Find HT/SLT to gather at school office.
- Staff assigned to notify staff and lock all external doors (not on fob electro system).
- Office staff to send out a message on radio channels.
- All outside activity to cease immediately, pupils and staff return to main buildings as quickly as possible.
- All staff, pupils and visitors remain in building and external doors and windows locked.
- Monitor main entrance and nobody should enter or leave.
- Free movement may be permitted within the building dependent upon circumstances.
- Learning activities will continue as normal within the school.
- Wait for instructions from Senior Leadership Team.

All situations are different, once all staff and pupils are safely inside, members of the Senior Leadership team will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services and with available staff will patrol the building.

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. Partial Lockdown may in some cases escalate to Full Lockdown.

### Full Lockdown

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

This will be communicated via the 'Full Lockdown' signal, via school radio and verbal (WE ARE IN FULL LOCKDOWN MSGS). Loud airhorns are also available.

The air horn sound signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Due to the unpredictable nature of the event, it may not be safe or practical to alert the office or Headteacher of an immediate threat. Members of staff should sound the air horn if necessary.

#### Immediate action:

- The school should establish communication with the Emergency Services as soon as possible. In principal use panic button/phone 999
- All pupils/staff return to designated classrooms or closest room/building of safety as quickly as possible.
- External doors locked (where it is possible to remain safe)
- Inside doors and windows locked (where they are able to)
- Blinds drawn and windows on internal doors covered (where possible) to prevent intruder from seeing inside.
- Pupils sit quietly on the floor out of sight lines. Minimal movement and noise.
- Lights turned off.



- Mobile phones turned to silent.
- Consider blocking access points.
- The school should appear closed.
- In principal NO ONE SHOULD MOVE ABOUT THE SCHOOL unless the risk is greater in staying put.
- There will be a designated central office for SLT staff although this will depend entirely on the circumstances and location of individuals.
- There will be an internal communication channel SCHOOL EMAIL
- Register or headcount taken –any missing pupils or additional pupils/staff should be immediately notified to SLT.
- During the lockdown, staff will keep agreed lines of communication open but not make unnecessary contact to SLT as this could delay more important communication.
- In the event a school is in in Lockdown and the fire alarm sounds, the school should contact the emergency services as in a normal fire alarm. However staff and pupils should remain in lockdown and assess the situation before evacuating. Approach with caution as there may be a fire or an intruder may have activated the alarm.
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
- If necessary, parents should be notified as soon as it is practical to do so via the school’s established communications system. (The protocol for this will be an update to the school website and email alert)
- Pupils will not be released to parents during a lockdown.

### Evacuation vs Lockdown

In very severe emergency situations (terrorism/bomb threats) staff may make the decision to evacuate the premises in order to save lives. School has identified agreed designated places to head for in an emergency. (HOLY TRINITY CHIRCH OR BARNABAS CENTRE)

### Communication

Staff, children and parents should be aware of the Lockdown procedures and the reason for these.

**Parents-** are aware of the Lockdown procedures via regular communications and the policy is available on the website.

**Children-**are aware of School Lockdown via assemblies and appropriate age related discussions with their class teacher.



**Staff** -are trained and their understanding is regularly refreshed. Lockdown procedures are included in Induction for all staff and volunteers. The school will rehearse partial lockdown arrangements with all staff and pupils at least annually and these are thoroughly debriefed to monitor the effectiveness of arrangements. Lockdown procedures will be displayed throughout school. (See **Appendix 2**)

**After a Partial Lockdown Incident**-Parents will be informed by the end of day (to avoid panic) and keep open and transparent communications. Children may be informed during the lockdown if the teacher feels appropriate and ALWAYS afterwards by their class teacher to avoid rumours circulating.

### **Communication during Full Lockdown**

In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

**SLT will assess the situation and decide what public statements will be made and what information will be disclosed.**

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. The main phone line will not be answered in the event of a full lockdown.
- 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 announce or contact them about when it is safe for you to come get your children, and where this will be from.

An email message may be sent to advise of the emergency and a note will be posted on the school website. It may also be prudent to reinforce the message **'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 in or out'**

Should parents present at the school during a lockdown under no circumstances should members of staff leave the building to communicate directly with them or any pupils to be released.

### **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. In the event of a prolonged lockdown or more severe scenario, The Priory School may establish a reception centre on their site for Coleham friends and family to gather outside of the cordoned area.



## **Suspicious Incidents Protocol & Guidance**

Following a whole town partial lockdown in Shropshire the Police and Local Authority have produced this guidance in collaboration. **Please see Appendix 1.**

This gives guidance on suspicious incidents or suspicious individuals and attempts of kidnap and abduction, the protocol for contacting the police and for releasing information to the public.

This guidance will need to be followed in conjunction with the Lockdown Policy.

**For contacting the police in a partial lockdown you would in principal phone 101 and for full lockdown incidents in principal phone 999. However every situation is different and will need to be assessed. When contacting 101 you need to ask to speak to the Police Duty Inspector in Shrewsbury. In the event that the Duty Inspector is not available then advice should be obtained from the 'Force Operations & Communications Centre Inspector (OCCI)'.**

## **Procedure Review**

Procedures will be reviewed regularly by the Business Manager following debrief from Partial Lockdown Drills, changes to communications and building layouts and as part of ongoing Health and Safety and Emergency Planning reviews.



## Appendix 1

**Communication advice to schools following suspicious incidents**

Suspicious incidents surrounding Schools occur on a regular basis in Shropshire, most of which end up being explained entirely satisfactorily.

Such incidents of strangers acting suspiciously have included excessive or inappropriate attention of premises, students or staff and even approaching pupils on their way to or from school, although the incidence of harm being experienced is actually rare.

Across the county, a co-ordinated partnership approach to dealing with such incidents is essential. Social media and publicity has hindered the Police in the past. **In respect of any suspicious incident, confirmed or suspect kidnap or abduction (or any attempted), schools should not release information to the public, neighbouring schools, parents/carers, pupils/students, the Press or neighbouring houses without first consulting the Police Duty Inspector in Shrewsbury. In the event that the Duty Inspector is not available then advice should be obtained from the 'Force Operations & Communications Centre Inspector (OCCI)'.**

The reasons for this are as follows:

- The Police hold primacy for investigating any crime where life is at risk and may opt to deliberately withhold information from the public domain. In such circumstances, there is a risk that the unauthorised release of information by another agency could jeopardise the life of the victim.
- To reduce what is known as deviancy amplification, which is a media hype phenomenon, defined as a cycle of increasing number of reports leading to panic.
- To reduce the risk of false or misleading information diverting public attention from where it needs to be, which could have a critical impact in the immediate stages of a Police investigation.
- To reduce the possibility of spreading false or inaccurate information that leads to the fear of crime.

**School procedure in response to a suspicious incident – step by step**

A school is alerted to an issue/incident near to or on the school site. This could also include incidents/issues relating to pupils/students travelling to/from school.

School to telephone the Police by dialling 101. Two stages:-

- Initially record the incident with the Police and obtain an incident number.
- Secondly, **ask for the 'Police Duty Inspector' at Shrewsbury Police Station or the 'Force Operations & Communications Centre Inspector (OCCI) if the Duty Inspector is unavailable.** This is to obtain advice on publicising the incident to pupils/students and parents/carers ONLY. Information regarding a kidnap or abduction (or attempted) should not be made public before consulting the Police Inspector.

***Please note. For all incidents or emergencies requiring an immediate Police response, telephone 999 or use a Police response panic alarm, if the school has the facility.***

School to supply the 'Police Duty Inspector' or 'OCCI' with as much factual information as possible regarding the incident.

School to ask the Duty Inspector or 'OCCI' for next-steps communication advice. The response from the Inspector could include:-

- School to take no further action and do not inform pupils/students/parents/carers.  
or
- School to inform students/pupils, parents/carers. If this is the advice from the Police Duty Inspector/OCCI, the school is to gather from the Inspector, the information that they should be informing their pupils/students/parents/carers and Local Authority (LA).



School to inform their pupils/students, parents/carers if advised by the 'Police Duty Inspector' or 'OCCI'.

The following are the roles of the agencies:

**Police and School/Trust**– handle the public and Press publicity.

**Schools** – to inform their parents/carers and pupils/students if directed by the Police.

Following guidance from the Police, please note that the LA response to schools will be proportionate to the issue and area affected. This may mean that schools in neighbouring areas are not informed of incidents.

As indicated above, schools should not communicate with parents/carers/students/pupils before acquiring advice from the Police and it is the role of the Police/school/trust to liaise with the Press. However, if for any reason following an incident a school is not able to seek any immediate advice from the 'Police Duty Inspector' or 'Force Operations & Communications Centre Inspector (OCCI) and the school is pressured for information by parents/carers or the Press, the school can provide a holding Press release/statement with the words to the effect of:-

***'The Police have been informed and are actively dealing with the issue/matter. Any further requests for information should be directed to the Press Officer of West Mercia Police by dialling 101. When we have any further information, we will publish it'.***

For guidance and advice, please contact Ian Bartlett, Crime Prevention Officer, tele (01743) 252819 or mobile 07990 085941.



Appendix 2

## Emergency Procedure

### Lockdown Procedure

#### Partial Lockdown

Alert to staff: Instruction from Senior Leadership Team, Radio, Msg

#### Full Lockdown

Alert to staff: Radio/Air horn/WE ARE IN FULL LOCKDOWN MSG

**In the event of an air horn signal stay indoors, in the room or classroom that you are in. If you are outside when this noise sounds, make your way to the nearest classroom or building as quickly as possible.**

#### **CLOSE Procedure**

- **Close all doors, windows, blinds, lights off**
- **Lock up**
- **Out of sight and minimise movement**
- **Stay silent and avoid drawing attention**
- **Endure – be aware you may be in lockdown for some time**

Further information will be shared via the internal email system. Log on and await for instructions or the 'All Clear' from Senior Leadership Team for end of Lockdown.

If you are with Children it is important to:

- remain calm
- reassure them
- remind them to follow your instructions

