

Date Valley School Trust

Company number: 06845508 Registered Charity number: 1136298

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Respectful



Reflective Resilient

Lockdown Policy and Procedures

As part of our Health and Safety policies and procedures the school has a Lockdown Policy. On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff, visitors and contractors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

All schools must have robust and tested lockdown 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, pupils, visitors and contractors in the school. A lockdown drill will be performed once an academic year.

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

- A warning being received regarding a risk locally e.g. bomb threat
- A reported incident or civil disturbance in the local community with the potential to pose a risk to all at school
- A serious or emergency accident or incident requiring the emergency services at the school
- A major fire in the vicinity of the school
- The close proximity of a dangerous situation
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to pupils, staff, visitors and contractors
- An intruder on the school site with the potential to pose a risk to all at school

Signal and general arrangements for a Lockdown:

- In the event of a lockdown, the signal to be used to alert everyone will be the sounding of the PA System Bell
- The signal for the all-clear will be the sounding of the PA System Bell
- The areas used for lockdown will be the classrooms and the PE hall
- The entrance points that must be secured are all 5 fire exits and all windows
- Communication during lockdown will be via the school email network on Outlook, the PA System Bell and verbal communication where possible
- If someone is held hostage on site, the signal used to evacuate the building will be the sounding of the fire alarm and all the fire exits will be used.
- A senior member of staff is responsible for taking and keeping the Lockdown Grab Bag.

Partial Lockdown:

Partial lockdown is a precautionary measure which puts the school in readiness (whilst retaining a degree of normality) should the situation escalate and need to move to a full lockdown. Movement may be permitted within the building dependant on the circumstances but this must be supervised by senior members of 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 all at school. This would be where pupils need to stay in their classroom and not wander around the school site. It may also be as a result of a major incident occurring in the school which may not be appropriate for pupils to witness.

In a partial lockdown everyone should remain in the school building and all doors leading outside should be locked. Teaching and work can continue as normal.

Immediate action for Partial Lockdown:

- The alarm will be raised by the continuous sounding of the PA System Bell
- A senior member of staff will take and keep the Lockdown Grab Bag
- All outside activity to cease immediately, pupils, staff, visitors and contractors return to the building

- Everyone to remain in the building and external doors and windows locked
- A senior member of staff will dial 999 to summon each emergency service required
- Movement may be permitted within the school building dependent upon circumstances, this must be supervised by a senior member of staff
- All situations are different, therefore once everyone is safely inside, senior staff will conduct an on-going and dynamic risk assessment based on the information available and advice given from the emergency services or other outside agencies. This can then be communicated to staff, pupils, visitors and contractors
- In the event of an atmospheric issue, use anything to hand to seal up all the cracks around doors and vents in the room – your aim is to minimise possible ingress of pollutants. The emergency services will advise as to the best course of action in respect of this threat
- During the lockdown, staff will keep agreed lines of communication open, via the school email network on Outlook and the PA System Bell, and await further instructions
- Following the lockdown, a thorough evaluation should highlight areas of strength and vulnerability. This evaluation will allow for policy and procedures review, tightening up procedures for the future

Full Lockdown:

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.

A full lockdown is a swift response to an immediate threat to the life and safety of all at school from one or more violent intruders on the school site. By its very nature, a violent attack by intruders to the school site will be unpredictable. An intruder may attack from any point and at any time of the day.

Staff should be alert to the security of the school site and procedures for maintaining a secure site. They should also be aware of the guidance in Appendix B on how to respond to an attack: Run, Hide and Tell.

Immediate action for Full Lockdown:

- The alarm will be raised by the continuous sounding of the PA System Bell
- A senior member of staff will take and keep the Lockdown Grab Bag
- Staff, pupils, visitors and contractors outside of the school building must come in / be brought inside immediately
- Everyone to remain in the building and external doors and windows locked
- A senior member of staff will dial 999 to summon each emergency service required
- Those inside the building should remain in their classrooms / PE hall. The teacher teaching the class will be responsible for the pupils
- Where possible, a check will be made for missing staff, pupils, visitors and contractors
- Staff should encourage pupils to remain calm at all times
- Appropriate action should be taken to increase protection from an attack, e.g.
 1. Blocking access points to the area e.g. moving furniture to obstruct doorways
 2. Sitting on the floor under tables/against wall
 3. Keeping out of sight, e.g. drawing curtains/blinds, turning off lights
 4. Staying out of sight, away from windows/doors
- Everyone must remain inside the building until the all clear has been given by the senior staff member responsible

Communication between parents and the school:

The school's lockdown procedures will be published on the school website and routine practices will be communicated to parents, by email.

In the event of an actual full lockdown or partial lockdown, any incident or development will be communicated to parents, via email, as soon as is practical using the text as follows;

'Date Valley School is in a full / partial lockdown situation. During this period the phones, office and entrance will be un-manned and external doors will be locked. Do not call the school as the lines may be needed to contact the emergency services. Do not come to school as this may affect access by the emergency services and may put you in danger. Please wait for further instructions and information. We will inform you when it is safe to collect your child / children'

Parents should be aware that pupils will not be released to parents during a lockdown. Parents should be reassured that the school are aware of their concerns regarding their child's welfare and that the school will be doing all they can to ensure their safety at all times. Should parents present at the school during a lockdown under no circumstances will members of staff leave the building to communicate directly with them.

Parents should ensure the school has up-to-date email addresses and the school should ensure this information can be accessed out of office and out of hours.

Emergency Services:

It is important to keep lines of communication open with the 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 the emergency services depending on the severity of the incident that has triggered the lockdown. Emergency services will support the decision of the senior staff member regarding the timing of communication to parents.

In the event of a prolonged lockdown or a more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. A reception centre for friends and family could be set-up outside of the cordoned area.

This policy has been read and approved for Date Valley School, by the Managing Director and the Chair of DVST.

Date: December 2018

Appendix A:

Overview Sheet for Staff: Lockdown Procedures

Signal for a Lockdown

- In the event of a lockdown, the signal to be used to alert everyone will be the sounding of the PA System Bell
- The signal for the all-clear will be the sounding of the PA System Bell

Fire Alarm

- In the event of the fire alarm sounding please leave the school building by the nearest fire escape route and make your way to the Assembly Point or the safe place for evacuation. (Details in Lockdown Grab Bag)

Shelter in Building Alarm

- In the event of the PA System bell sounding continuously, stay indoors, in the room/classroom that you are in. If you are outside when this bell sounds, make your way to the nearest classroom or hall
- Partial or full lockdown notification will take place verbally via the PA System Bell or electronically via the school email network on Outlook. Further instructions will be communicated in a similar manner

If you are with pupils, it is important to enforce 4 golden rules:

- stay calm
- stay out of sight
- keep quiet
- follow instructions

Immediate action for Partial Lockdown

- The alarm will be raised by the continuous sounding of the PA System Bell
- A senior member of staff will take and keep the Lockdown Grab Bag
- All outside activity to cease immediately, pupils, staff, visitors and contractors return to the building
- Everyone to remain in the building and external doors and windows locked
- A senior member of staff will dial 999 to summon each emergency service required
- Movement may be permitted within the school building dependent upon circumstances, this must be supervised by a senior member of staff

- All situations are different, therefore once everyone is safely inside, senior staff will conduct an on-going and dynamic risk assessment based on the information available and advice given from the emergency services or other outside agencies. This will be communicated to staff, pupils, visitors and contractors
- In the event of an atmospheric issue, 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

Immediate action for Full Lockdown

- The alarm will be raised by the continuous sounding of the PA System Bell
- A senior member of staff will take and keep the Lockdown Grab Bag
- Staff, pupils, visitors and contractors outside of the school building must come in / be brought inside immediately
- Everyone to remain in the building and external doors and windows locked
- A senior member of staff will dial 999 to summon each emergency service required
- Those inside the building should remain in their classrooms / PE hall. The teacher teaching the class will be responsible for the pupils
- Where possible, a check will be made for missing staff, pupils, visitors and contractors
- Staff should encourage pupils to remain calm at all times
- Appropriate action should be taken to increase protection from an attack, e.g.
 1. Blocking access points to the area e.g. moving furniture to obstruct doorways
 2. Sitting on the floor under tables/against wall
 3. Keeping out of sight, e.g. drawing curtains/blinds, turning off lights
 4. Staying out of sight, away from windows/doors
- Everyone must remain inside the building until the all clear has been given by the senior staff member responsible

Appendix B

Stay Safe: Firearms and weapons attack

'Stay Safe' principles (Run, Hide, Tell) gives some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack.

Run

- Escape if you can
- Consider the safest options
- Is there a safe route?
- RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

Hide

- If you can't RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone
- Lock / barricade yourself in
- Move away from the door

Tell

- Call 999 - What do the police need to know?
- Location - Where are the suspects?
- Direction - Where did you last see the suspects?

- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc Stop other people entering the building if it is safe to do so

Armed Police Response

- Follow officers' instructions
- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

Officers may

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker
- Officers will evacuate you when it is safe to do so

Appendix C

Further resources

- 1) RUN HIDE and TELL leaflet: http://www.npcc.police.uk/StaySafeAssets/NPCC_CT_A5%202pp.pdf
- 2) Stay Safe Film for training:
<https://www.gov.uk/government/publications/stay-safe-film>
- 3) Recognising the terrorist threat:
<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.
- 4) How to talk to children about school lockdown drills without scaring them
<http://redtri.com/5-tips-for-talking-to-your-child-about-lockdown-drills/>
https://www.huffpost.com/entry/talking-to-kids-about-a-lockdown_b_4117330

Appendix D

Contents of Lockdown Bag:

- 1) A register of contents – for a termly check
- 2) A hard copy of Lockdown Policy / Procedures
- 3) Site Plan of the school
- 4) Set of keys for all secured rooms
- 5) Admission Register
- 6) 1st Aid Kit
- 7) Whistles
- 8) Walkie Talkies

9) Torch and batteries

10) Respiratory masks

11) Goggles

12) Message pad, pens and permanent markers

13) Contact name, telephone number and address of Safe Place for evacuation