



**Elsecar Holy Trinity Primary Academy**

# **Lockdown Procedure**

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## Lockdown Procedure

### School Lockdown Procedure Policy

Lockdown procedures may be in response to any external or internal incident which has the potential to pose a threat to the safety of staff and students at Elsecar Holy Trinity Primary School.

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

- ***A reported incident/disturbance in the local community (with the potential to pose a risk to staff and students)***
- ***A bomb threat being received by the school.***
- ***An intruder on the school site (with the potential to pose a risk to staff and students)***
- ***A warning being received regarding a risk occurring locally, such as of air pollution (smoke plume, gas cloud, etc)***
- ***A major fire in the vicinity of the school site the close proximity of a dangerous dog roaming loose etc.***

It is of vital importance that the lockdown procedures are familiar to all members of the strategic team, the site team, administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill is undertaken at least once a year. Parents are informed that the school has a lockdown plan, and a copy is placed on the school website.

### Communication procedures between parents and school

- School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared by newsletter or via the school's website. In the event of an actual lockdown, the incident or development will be communicated to parents as soon as is practicable.

### Parents will be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their son/daughter's welfare, and that it is doing everything possible to ensure their safety
- Do not need to contact the school because in doing so, this could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school as this could interfere with the emergency services' access and may put themselves and others in danger
- Wait for the school to contact them about when it is safe for them to come for their son/daughter and where to collect them from.
- School emergency codes will not be shared publicly to ensure systems and processes are not jeopardised.

- We will keep in touch with parents as far as is possible; please do not try to phone again as this will tie up the school's phone lines and possibly prevent messages getting through to or from the emergency services.

## **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 the emergency services, depending on the severity of the incident that has triggered a lockdown. Emergency services will support the decision of the headteacher with regards to communications to parents.

## **Radio system information**

The school has purchased an extensive radio system that is throughout the school. All teaching staff have a radio. This system uses 2 channels. The first channel is the emergency lockdown, this is the pre-set channel 1. Channel 2 can be switched to by staff if required, but the radio must be switched back to 1 immediately afterwards. The office and SLT monitor both channels in the event of an incident.

- All teachers have a radio that should always be set on channel 1. This is the emergency channel. Channel 1 is never used for non-emergency communication.
- The Office will have 2 radios, set to channels 1 and 2. The site manager also has a radio that is set to channel 1 and 2 for operational communication.
- The headteacher always has a radio to ensure communication with the office and staff
- All teaching staff will ensure that their radio is turned on every morning and in the docking station provided.
- Radios are left to charge in the teachers room overnight, they are not removed from the building.
- All staff radios are pre-set to channel 1, for emergency use only.

## **Use of APP enabled technology to assist with Lockdown procedures**

- All staff are requested to download the 'whatsapp' application to their smart phone.
- They are added to a encrypted closed group named "Emergency Lockdown Procedure".
- This group will have information sent to it during a lockdown to update staff on top of radio communication. This practice is recommended in circumstances where radio silence is required.
- The application isn't the primary communication method and would only be used in an emergency situation, it is also a backup system in the event of a breakdown of equipment in your possession.

## **Roles and responsibilities**

In the event of a lockdown event there is a clear responsibility ladder, the headteacher will co-ordinate all actions and decisions required until the emergency services arrive. In the event of the headteacher being injured during the emergency, the team's positions would cascade up the responsibility ladder.

- Headteacher – Primary lead, direct operations. Co-ordinate with emergency services.
- Assistant Headteacher – liaise with emergency services and support front of school.

- Office manager – Communication with emergency services and LEA emergency hotline.
- Site manager – Manage lockdown of school site.

## Emergency lockdowns and codes

- In the event of a lockdown event there is a chain of command, the headteacher will co-ordinate the actions required. In the event he is injured this falls to the Deputy, then SENDCO. The site manager will assist.
- If a full lockdown procedure is required, the following code will be transmitted on channel 1 five times – **Code Charlie Brown**.
- If the emergency is a bomb alert then students will need to be evacuated to the field then the following code will be transmitted on channel 1 five times – **Code Time Check**.
- If there is a partial lock down the code will be transmitted five times – **Code Mr Skylight**
- After the call sign has been repeated 5 times, class teachers must reply **CODE.... CONFIMED FOLOWED BY THEIR YEAR GROUP**.
- The call will be made in the first instance from the office, however if this isn't possible due to the incident then a member of the communication team will be directed to make the call directly to the police from the office where the door must remain locked. The police will be kept on the phone at all times and they will follow instructions and pass these to the leadership team.

## Communication

- Radios are the main device that will be used across the schools. If in the event of an intruder, staff will decide if they need silence in their room to switch on or off.
- The school has a specific 'WhatsApp' group called Emergency lockdown. In the event of a lockdown were students and staff will be quiet in rooms. Updates will be sent through the lockdown app, this is important if the use of the radio is unsafe. All staff are asked to download the 'WhatsApp' app. This is not the primary communication device; it is an additional backup. Phones should be switched to silent, as not to attract attention.
- SLT and site staff will be dispatched to lock external doors if possible.
- Students and staff found out of lesson, are to return to their classroom as quickly as possible. However, children and staff must NOT leave a building to return to their classroom if they are taking part in interventions.

## School Bell

- The school bell will be used at the start and end of the school day, pupils on the playground must head immediately inside to the classrooms for lockdown if an incident occurs.
- Break times a bell will be available, again the procedure is followed.
- School recognises that handheld bells are ineffective inside the school building and are for outdoor use only.

## First Aid equipment

- First aid equipment is in the school office.
- Heavy duty gauge, bandages alongside standard first aid equipment is kept in all locations.

## **Procedure during the working day for full emergency lockdown - Code Charlie Brown**

1. Office staff to inform of an intruder by using the appropriate radio code.
2. Office staff to alert police, unless directed by the headteacher to use heads office.
3. Staff to lockdown classrooms and clear any students to a safe place.
4. Senior leaders and site staff directed to lock external doors and interior doors where possible.
5. Staff await communication via radio or WhatsApp updates.
6. If the fire alarm sounds during the lockdown, students will be directed to the bomb alert area of the school field.

## **Procedure during the working day for a bomb scare/attack - Code Time Check**

8. Office staff to inform staff of the situation by using the appropriate radio code.
9. Office staff to alert police by mobile phone, unless directed by the headteacher to use heads office. Office staff to walk out to the field keeping the police on the line at all times.
10. Staff to calmly direct students to the far field before the exit gates in tutor groups. Students to sit on the floor, everyone must be quiet. This procedure must happen no matter the weather conditions. Registers will be taken.
11. Senior leaders and site staff to check classrooms and clear any students to the check point. Await instructions from the police or headteacher.
12. Staff await communication from the headteacher or police. Depending on the severity of the situation, WhatsApp may be used to share sensitive information, in order not to create panic.
13. Once the site has been confirmed as safe, students will be directed back into the building.

## **Procedure for partial lockdown – Code Mr Starlight**

In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, teaching and work can continue as usual. This may be because 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 because of a warning being received regarding the risk of air pollution, etc.

1. All outside activity to cease immediately, pupils and staff return to building.
2. All staff and pupils remain in building and external doors and windows closed.
3. Free movement should not be permitted within the building unless due to medical reason.
4. In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
5. Staff should await further instructions from the headteacher.

## Codes reminder

Full emergency lockdown procedure to be followed - Code Charlie Brown
Procedure for a bomb scare/attack - Code Time Check
Partial lockdown – Code Mr Starlight

### Information for Parents (shared on website)

All schools are required to have Lockdown procedures in the case of dynamic emergencies. Our school has a comprehensive policy covering such a situation. It is important that parents have guidance on what they could expect if there were a Lockdown in progress. Obviously, such emergencies would all present unique challenges, and the school would be obliged to follow guidance from the relevant emergency services which may differ from the information below. However, we hope the procedures below are helpful to you in knowing what you could expect.

### Procedural information for Parents

Should a Lockdown occur, it is advised that developments are communicated to parents / guardians as soon as is practicable and in some cases in agreement with the emergency services. Parents will naturally be concerned, anxious and all accurate information releases will assist to alleviate undue anxiety.

The school's main priority is the safety and welfare of its pupils and dealing with the immediate situation. However, we will endeavour to ensure that parents / guardians are given enough information to enable them to understand the potential outcome and when possible, time frames so that they are reassured that the school / emergency services understand their concern for their child's welfare, and that everything possible is being completed to ensure their safety

- Refrain from directly calling the school's office. Calling the school will tie up telephone lines that will be required to be used by the responsible person and the emergency services.
- DO NOT initially attend the school. This may interfere with the emergency provider's access / investigation and may put themselves and others in danger.
- Wait patiently until a safe and satisfactory outcome has been achieved and agreed by all parties, where a designated safe area will be identified for the safe handing over of the pupils to their parents / guardians.

During the initial "breaking news" of the incident it is vital that all parents are reassured regarding the welfare and safety to their children is paramount and that the matter is being dealt with by the school and emergency services to resolve the matter as soon as possible with little impact to the pupils and the wider community.

However, it must also be stressed that at this time "the school is in a full lockdown procedure. During this period the switchboard and entrances will be un-manned, external doors will be locked and no person is allowed in or out of the premises until further notice.