



St Matthew's Primary School

Lockdown Policy

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This Policy must be read in conjunction with : n/a

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LOCKDOWN POLICY

1. INTRODUCTION

All schools should consider the need for a robust and tested **school lockdown policy and procedure as part of general emergency plans.**

This document will be communicated to all staff during their Induction training. A copy will be available on the school's internal shared computer drive. Paper copies will be available from the school Business Manager.

2. PURPOSE

St Matthew's Primary School recognises its duties to prepare and plan for serious security incidents or unexpected situations that may require a full or partial lockdown of the premises. Any lockdown will need to be managed and controlled in order to maintain the health and safety of all pupils, staff, visitors and contractors.

Lockdown procedures should be seen as a practical and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of pupils, staff, visitors and contractors in the school.

Procedures should aim to minimise the disruption to the learning environment whilst ensuring the safety of all pupils, staff, visitors and contractors.

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

1. A dangerous dog roaming loose
2. A major fire near to the school
3. An incident or civil disturbance in the local community
4. Domestic incidents, where estranged parties are attempting to abduct children
5. Instances where any person on the premises becomes a threat to the well-being of others
6. An intruder on the school site
7. Local risk of air pollution, such as a smoke plume or gas cloud

3. DEFINITIONS

Lockdown

This is the process of controlling the movement, access and entry to and from school buildings in response to an identified threat or hazard that might impact on the security and/or safety of pupils, staff, visitors and contractors in the school. The aim of a lockdown is to exclude and/or contain people for their own safety. A lockdown is achieved through a combination of physical security measures and the deployment of personnel.

Full lockdown

The whole site and buildings are controlled to prevent and/or restrict movement, access and entry.

Partial lockdown

Only part of the site or building is controlled (ie school office and corridors to offices).

4. TYPE AND FORM OF SIGNAL

Staff are alerted to the activation of a full lockdown by a recognised signal, audible throughout the whole school and on the playgrounds. THIS IS A DIFFERENT SIGNAL TO THE FIRE EVACUATION SIGNAL. Regular drills and training will ensure staff are aware of the differences between the two.

5. ROLES AND RESPONSIBILITIES

All staff members must know their respective roles in an emergency situation. Full responsibility remains with the Head teacher, however in the absence of the Head teacher; the Deputy Head teacher will take full responsibility.

6. COMMUNICATION WITH PARENTS/CARERS

- School lockdown arrangements will be routinely communicated with parents and carers by newsletter or via the school website and Parent Mail.
- In the event of a lockdown, parents will be notified as soon as it is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lockdown.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home at the nearest possible opportunity following any serious incident to inform parents of the context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances. This will be sent via Parent mail.
- Parents will 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 their child's safety
 - Understand why they should not contact the school (at this could tie up telephone lines that are needed for contacting emergency providers)
 - Do not come to the school as they could interfere with access by emergency service providers, and may even put themselves in danger

- Wait for the school to contact them about when and from where to collect their children (including Year 5 and 6 walkers).

The following clear and unambiguous message will be communicated to parents and carers:

'THIS IS TO INFORM YOU THAT THE SCHOOL IS CURRENTLY IN A LOCKDOWN SITUATION. PLEASE DO NOT COME TO SCHOOL. AT THIS TIME THE PHONES, OFFICES AND ENTRANCES WILL NOT BE STAFFED, EXTERNAL DOORS WILL BE LOCKED AND NOBODY ALLOWED IN OR OUT UNTIL IT IS SAFE TO DO SO. MORE INFORMATION WILL FOLLOW SHORTLY. '

7. PARTIAL LOCKDOWN

Where the threat is outside of the school perimeter/main building

A whole school 'partial lockdown' may also be activated as a precautionary measure, but retains a degree of normality whilst putting the school in a state of readiness should the situation escalate.

Each year group leader will be contacted by a member of SLT or the admin team via class telephone or face to face to inform if a partial lockdown is necessary.

SCHOOL BUSINESS MANAGER OR PERSONNEL MANAGER	<ul style="list-style-type: none"> ● To alert Premises Team and Headteacher via mobile phone if not in the vicinity and not already aware
OTHER OFFICE STAFF	<ul style="list-style-type: none"> ● Office staff to lock school front doors, close shutter to office and close all windows
PREMISES TEAM	<ul style="list-style-type: none"> ● Lock all external gates ● Report to Main Office
CLASSES INSIDE	<ul style="list-style-type: none"> ● Lock external doors and windows ● Stay in classrooms until told otherwise by SLT ● Headcount – phone Main Office if registered pupils are missing (not those reported as absent that day) ● Continue normal classroom activities unless told otherwise
CLASSES OUTSIDE	<p>Willow Class and Duckling Class adult to raise alarm for partial lockdown to FS Playground</p> <ul style="list-style-type: none"> ● Open external door ● Advise adults of partial lockdown ● Classes outside to enter the building through nearest

	<p>entrance</p> <ul style="list-style-type: none"> ● Headcount – phone Main Office if registered pupils are missing (not those reported as absent that day) ● Lock external doors and windows ● Stay in classrooms until told otherwise by SLT ● Continue normal classroom activities unless told otherwise
	<p>Daffodil Class and Rabbit Class adults to raise alarm for partial lockdown to KS1 Playground</p> <ul style="list-style-type: none"> ● Open external door ● Advise adults of partial lockdown ● Classes outside to enter the building through nearest entrance ● Return to class if safe to do so. If unsafe go to KS1 hall or another classroom ● Headcount – phone Main Office if registered pupils are missing (not those reported as absent that day) ● Lock external doors and windows ● Stay in classrooms until told otherwise by SLT ● Continue normal classroom activities unless told otherwise
	<p>Orchid Class and Kingfisher class adults to raise alarm to raise alarm for partial lockdown to KS2 Playground</p> <ul style="list-style-type: none"> ● Open external door ● Advise adults of partial lockdown ● Classes outside to enter the building through nearest classroom and stay there ● Headcount – phone Main Office if registered pupils are missing (not those reported as absent that day) ● Lock external doors and windows ● Stay in classrooms until told otherwise by SLT ● Continue normal classroom activities unless told otherwise
<p>The Meadow & The Grove</p>	<ul style="list-style-type: none"> ● Remain in room ● Lock external doors and windows ● Headcount – phone Main Office if registered pupils are missing (not those reported as absent that day) ● Stay in room until told otherwise by SLT ● Continue normal activities unless told otherwise
<p>Sunflower Class</p>	<ul style="list-style-type: none"> ● Remain in room ● Lock external doors and windows ● Headcount – phone Main Office if registered pupils are missing (not those reported as absent that day)

	<ul style="list-style-type: none"> ● Stay in room until told otherwise by SLT ● Continue normal activities unless told otherwise
EAL room	<ul style="list-style-type: none"> ● Remain in room ● Lock external doors and windows ● Headcount – phone Main Office if registered pupils are missing (not those reported as absent that day) ● Stay in room until told otherwise by SLT ● Continue normal activities unless told otherwise
Next Steps	<ul style="list-style-type: none"> ● Remain in room ● Lock external doors and windows ● Headcount – phone Main Office if registered pupils are missing (not those reported as absent that day) ● Stay in room until told otherwise by SLT ● Continue normal activities unless told otherwise
ADULTS IN OTHER ROOMS (Offices etc)	<ul style="list-style-type: none"> ● Remain in room ● Lock external doors and windows ● Stay in room until told otherwise by SLT ● Continue normal activities unless told otherwise
KS1 and KS2 Kitchen	<ul style="list-style-type: none"> ● Remain in room ● Lock external doors and windows ● Stay in room until told otherwise by SLT ● Continue normal activities unless told otherwise

A PARTIAL LOCKDOWN WILL BE FORMALLY ENDED WHEN ONE MEMBER OF SLT/ BUSINESS MANAGER/ PERSONNEL MANAGER WILL INFORM VIA TELEPHONE OR FACE TO FACE

8. FULL LOCKDOWN

This policy will detail

- Access to the school emergency button to raise an alarm in an emergency.
- Communication systems to be used
- Procedure to follow in the event of a full lockdown being activated

GENERIC

1. Staff are alerted to the activation of the full lockdown procedure by a recognised signal, audible throughout the school. A full lockdown signal will signify an immediate threat to the school.
2. This alert can be raised by pressing the Lockdown Emergency button located in the main reception. This is located to the right of the reception hatch, identifiable as a square yellow box with a red button.
3. There is a distinctive difference between the fire alarm and the lockdown signal. Staff should be aware of the difference.

4. THE ALARM WILL BE ACTIVATED FOR A SHORT TIME ONLY. ONCE SOUNDER IS SWITCHED OFF SCHOOL TO STAY IN HIGH ALERT UNTIL TOLD OTHERWISE BY A MEMBER OF SLT, SCHOOL BUSINESS MANAGER OR PERSONNEL MANAGER.

- Staff should encourage pupils to keep calm
- As appropriate, the school should establish communication with the emergency services as soon as possible.
- **Business Manager to alert the emergency services**
- Luton Borough Council and the schools Health & Safety advisor will be notified.
Headteacher to alert the local Authority
- If necessary, parents should be notified as soon as it is practicable to do so via the schools established communications system
- Staff should await further instructions

It is of vital importance that the school's lockdown procedures are familiar to members of the Senior Leadership Team, school administrators, teaching staff and non teaching staff. To achieve this, a lockdown drill will be undertaken at least once a year. Pupils will also be aware of the plan (regular practices will increase their familiarity). Parents too will know that the school has a lockdown plan.

Procedure for class-based staff

ON HEARING THE SIGNAL

1. Children and staff to remain in the room they are in.
2. If outside - all children and staff return to the building if safe to do so. Return to the nearest classroom and if not safe to do so walk down to Hightown community centre. Once there, advise the school office or SLT member.
3. Lock external doors and windows
4. Lock internal doors.
5. Pull blinds shut
6. Children or class-based staff not in class, proceed to the nearest occupied classroom and remain with that class and classteacher eg, children using toilets when alarm sounds.
7. Classes will be instructed to continue as normal, or given instructions by SLT. This may include sitting under tables, sitting away from windows, sitting by a wall etc
8. **Register taken – THE FRONT OFFICE WILL CONTACT TO CONFIRM ALL ARE PRESENT**
9. **OFFICE TO INFORM SLT OF ANYONE MISSING.**

NO ONE SHOULD MOVE ABOUT THE SCHOOL

Staff to support children to keep calm and quiet

Staff to remain in lockdown positions until informed by SLT, Business Manager or Personnel Manager or either via telephone or face-to-face contact

Staff Roles:-

1. Front office staff ensure that their offices and front door are locked
2. Anyone working in offices lock internal doors
3. Individual teachers/Cover Team/TAs to close and lock classroom doors and close windows
4. Nearest adult to check exit doors in KS2/KS1/EYFS are locked
5. Staff in the Staff Room (fobbed so no key) to lockdown in this room. DO NOT RETURN TO OWN CLASSROOM
6. Catering staff to lock external and internal doors to kitchen
7. THE END OF A FULL lockdown WILL BE SIGNALLED BY A "CODE GREEN" message communicated to classes, and other rooms via the internal phone or face-to-face verbal message by a member of SLT or the School Business Manager.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING lockdown WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING

During lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the office as this could delay more important communication.

PHONES AND SMART WATCHES MUST NOT BE USED FOR PERSONAL REASONS DURING A FULL OR PARTIAL lockdown. THIS INCLUDES COMMUNICATING WITH SOCIAL MEDIA, FRIENDS AND FAMILY

Examples of discrete communication channels might be:-

- ParentMail – staff are in a defined user group within ParentMail. This can be used to communicate any additional instructions via text message in an emergency
- Internal telephone system may be used to communicate

Procedure for non class based staff

1. Non class-based staff will be notified via the same audible signal as class based staff.
2. Non class-based staff will be informed that the full lockdown has ended by a phone call or face to face message stating 'Code Green'

Teams	Procedure
Admin/ Finance/ SENDCo/Personnel Manager/ Safeguarding Officer	<ol style="list-style-type: none">1. Remain in designated office, lock the door and pull blinds shut.2. If not in usual office or working space, go directly to the nearest lockable office or working space3. Wait for the all clear message

Premises Manager/ Site Agent	<ol style="list-style-type: none"> 1. Remain in designated office, lock the door and pull all blinds Shut 2. If not in usual office or working space, go directly to the nearest lockable area or working space 3. Wait for the all clear message
Catering staff	<ol style="list-style-type: none"> 1. Remain in designated working area / kitchen, lock the door (internal and external) and pull all blinds Shut 2. If not in usual working area / kitchen go 3. Wait for the all clear message
Welfare Assistant	<ol style="list-style-type: none"> 1. Remain in designated office, lock the door and pull all blinds shut 2. If not in usual office or working space, go directly to the nearest lockable office or working space 3. Wait for the all clear message
Senior Midday Supervisors/ MDSAs	<ol style="list-style-type: none"> 1. Remain in designated working area / kitchen, lock the door (internal and external) and pull any blinds Shut 2. If not in usual working area / kitchen go 3. Wait for the all clear message
Safeguarding Officer / Family Worker	<ol style="list-style-type: none"> 1. Remain in designated office, lock the door and pull all blinds shut 2. If not in usual office or working space, go directly to the nearest lockable office or working space 3. Wait for the 'Code Green' all clear message
EAL Team	<ol style="list-style-type: none"> 1. Remain in designated working space, lock the door and pull all blinds shut 2. If not in usual working space, go directly to the nearest lockable classroom, office or working space 3. Wait for the 'Code Green' all clear message
PE Team	<ol style="list-style-type: none"> 1. If in hall, remain in designated working space and lock the door 2. If outside, go to the nearest lockable classroom or Next steps if on the field

	<ol style="list-style-type: none"> 3. If at High Town Sports, remain there 4. Wait for the 'Code Green' all clear message
Next Steps	<ol style="list-style-type: none"> 1. Remain in designated working space, lock the door and pull all blinds shut. 2. If not in usual working space, go directly to the nearest lockable classroom, office or working space 3. Wait for the 'Code Green' all clear message
The Meadow & The Grove	<ol style="list-style-type: none"> 1. Remain in designated working space, lock the door and pull all blinds shut. 2. If not in usual working space, go directly to the nearest lockable classroom, office or working space 3. Wait for the 'Code Green' all clear message
IT Team	<ol style="list-style-type: none"> 1. Remain in designated working space, lock the door and pull all blinds shut 2. If not in usual working space, go directly to the nearest lockable classroom, office or working space 3. Wait for the 'Code Green' all clear message
Around the Clock Club	<ol style="list-style-type: none"> 1. Remain in designated working space, lock the door and pull all blinds Shut 2. If not in usual working space, go directly to the nearest lockable classroom, office or working space 3. Wait for the 'Code Green' all clear message
Visitors	<ol style="list-style-type: none"> 1. Accompanying adult to direct. 2. Remain in designated working space, lock the door and pull blinds shut. 3. Wait for the 'Code Green' all clear message

Communication with Parents:-

- If necessary parents will be notified as soon as it is practical to do so via ParentMail

The following text (as above) is suggested as a message to inform parents

'THIS IS TO INFORM YOU THAT THE SCHOOL IS CURRENTLY IN A LOCKDOWN SITUATION. PLEASE DO NOT COME TO SCHOOL. AT THIS TIME THE PHONES, OFFICES AND ENTRANCES WILL NOT BE STAFFED, EXTERNAL DOORS WILL BE LOCKED AND NOBODY ALLOWED IN OR OUT UNTIL IT IS SAFE TO DO SO. MORE INFORMATION WILL FOLLOW SHORTLY '

- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk
- Pupils will not be released to parents during full lockdown
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances