

# Westcott Church of England School

## Lockdown Policy

May 2023



This policy was adopted on: 9/5/23

Date of next review: May 2026

Signed: J Lewin

A handwritten signature in black ink, written on a set of three horizontal lines. The signature appears to be "Jonathan Lewin".

Chair of Governors

# Westcott Church of England School

## **Lockdown Policy**

Full lockdown and partial 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, parents or visitors in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. This may also include where there is a need to restrict the movement of pupils around the school environment.

Upon hearing the alert for a lockdown the procedures for a full lockdown will be implemented (worst case scenario). As soon as possible staff to be informed (using the school phone system and email) if this can be de-escalated to a partial lockdown where a full lockdown is not required. The need to implement a full lockdown at Westcott Ce school is highly unlikely but will be practiced as part of health and safety procedures. It is more likely that a partial lockdown where pupil movement around school is restricted is necessary.

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, for e.g. air pollution, smoke plume, gas cloud etc
- A serious or emergency accident, medical condition or incident requiring the emergency services at the school
- A major fire in the vicinity of the school with smoke that could cause health complications
- The close proximity of a dangerous or injured dog/horse roaming loose/animal or bird
- A swarm of bees or wasps
- Dense fog where pollution could cause breathing difficulties
- Wild animals on site e.g. foxes, deer, geese
- Volcano ash cloud
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to pupils, staff or parents
- An intruder on the school site with the potential to pose a risk to staff and pupils; (please note this is extremely rare)

The school's lockdown plan is as follows:

|                          |   |
|--------------------------|---|
| Signal for Lockdown      | Long continuous ring of the school Hand bell  |
| Signal for the all-clear | Email from the school office followed by a verbal response from the designated persons where safe to do so:<br>Headteacher<br>Office Staff<br>Senior Teachers |

|   |   |
|---|---|
| Full Lockdown   |   |
| Rooms most suitable for lockdown                              | Children remain in their classrooms. Birch class may move to the hall.<br>Pupils on the playgrounds return to the nearest classroom or school hall whichever is the closest<br>Office staff to pull down blinds and coordinate the procedures<br>Staff remain with children in classrooms<br>If the lockdown occurs at break or lunchtime, if safe to do so teaching staff (teachers and LSA's) should return to their classroom to support their children.<br>Staff and children in the library or Head shed should relocate to the main school building if safe to do so. |
| Entrance points that should be secured e.g. doors and windows | School pedestrian gate and car park gate are secured<br>External doors/Internal doors are closed and locked<br>Fire doors are closed (but not locked)<br>All Windows closed<br>Blinds where possible are drawn  |
| Communication   | School telephones to be kept free for office staff to send messages to school staff.<br>Tanoy message with further instructions (Full or partial lockdown/all clear)<br>Work laptops need to be switched on ready to receive or send email messages and instructions.<br>Email via classroom laptops  |
| Notes   | If someone is taken hostage, then the school should seek to evacuate the rest of the site. The school should move to the church for safety where possible.<br>The school emergency bag and first aid kit should be taken. A copy of the emergency plan should be in the emergency bag.  |

Procedure Check Sheet

| Ref | First Initial Response – Full Lockdown   | Tick/sign/time/Comments |
|-----|--|-------------------------|
| 1   | Staff will be alerted to the activation of the plan through the ringing of the school hand bell (a recognised signal, audible throughout the school);  |                         |
| 2   | <p>Those inside the school should remain in their classrooms with the teacher or adult responsible for them.</p> <p>Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others.</p> <p>If it is not safe to return to classrooms and it is safe to do so they should vacate the premises and make their way St Mary’s Church.</p>   |                         |
| 3   | <p>Teachers are responsible for the pupils in their own class.</p> <p>Take cover under the tables.</p>   |                         |
| 4   | <p>All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked);</p> <p>Close any blinds in the classrooms, hall or offices.</p>  |                         |
| 5   | <p>Teachers and adults to switch school laptops on and await further instructions via school phone, Tanoy message, or email.</p> <p>As soon as possible school staff will be informed whether it is a full lockdown or partial lock down (actual or a practice) and any other further information needed to ensure the safety of the pupils.</p> <p>Staff should encourage the pupils to keep calm;</p> <p>A partial lockdown is less serious and pupils do not need to sit under tables with the doors locked and blinds drawn. It may be the case that movement within the school needs to be restricted. Staff will be advised.</p> |                         |
| 6   | <p>If appropriate at this point the office staff, headteacher or designated leaders will call 999. Dial once for each emergency service that you require.</p>  |                         |
| 7   | <p>Ensure people take action to increase protection from attack:</p> <ul style="list-style-type: none"> <li>Block access points (e.g. move furniture to obstruct doorways)</li> <li>Sit on the floor, under tables or against a wall</li> <li>Keep out of sight, draw curtains / blinds</li> <li>Turn off lights</li> <li>Stay away from windows and doors</li> </ul> <p>Class Teachers are responsible for own class</p>  |                         |

|    |  |  |
|----|--|--|
| 8  | Ensure that pupils, staff and visitors are aware of a safe exit point should it become necessary to evacuate. This is most likely to be the fire exit  |  |
| 9  | Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for (this could be through phone or email to office. This will instigate an immediate search for anyone missing by the designated person in charge or the emergency services. (Unless it is deemed too dangerous to do so and where further injury may be caused). If you have children with you who are not in your class please alert the office their name so that all children can be accounted for.   |  |
| 10 | If appropriate, the school office will establish communication with outside agencies, the Emergency Services, ODBST and notify Buckinghamshire Council.  |  |
| 11 | Staff and pupils remain inside until an all-clear has been given, or unless told to evacuate by the emergency services, Headteacher or designated person.  |  |
| 12 | If it is necessary to evacuate the building, the fire alarm will be sounded as a continuous ringing.<br>The school would evacuate as per fire evacuation and go to St Mary's Church.   |  |
| 13 | Governors will be notified by email that the school has been in lock down (whether it was full or partial) as soon as is possible after the event.<br>Governors to be informed before parents.   |  |
| 14 | <p>Parent will be informed that a practice lockdown has taken place or Parents will be informed that a (real) lockdown procedure was put in place during the day (as soon as is practical).</p> <p>Parents will be informed as to whether this was a partial or full lockdown and other information regarding the incident as the Headteacher deems appropriate. Parents will be reassured in the same communication that measures have been taken to minimise the risk that the incident does not reoccur. Parents are asked not to contact the school or come into school asking for further details of the incident as this may not be appropriate and may interfere with follow up procedures. Pupils will not be released to parents during a lockdown.</p> <p>Please note: This lockdown procedure is not the same as the procedure for management of pupils with behaviour needs.</p> |  |

## Partial Lockdown

### Alert to staff: 'Partial lockdown'

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. This would be where pupils are required to stay in their classroom and not move around the school site. It may also be because of a major incident occurring in the school where it may not be appropriate for pupils (especially younger children) to witness, for example a first aid emergency, a warning 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 and windows locked.
- Movement may be permitted within the school buildings 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 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 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 and need to revert to a full lockdown.
- In the event of an air pollution issue, air vents can 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.
- During the lockdown, staff will keep agreed lines of communication open, via phones, mobiles, and computer email, but will not make unnecessary calls to the central office as this could delay more important communication.
- Actions to be taken where possible to ensure that the incident does not re-occur.

### Communication between parents and the school:

- The school's lockdown procedures will be published on the school website and routine practices communicated with parents by text, newsletter or via the school website with information regarding the effectiveness of the procedure.
- In the event of an actual full lockdown or partial lockdown, any incident or development will be communicated to parents as soon as is practicable, this could be after the event.
- **"Westcott School is in a full/partial lockdown situation. During this period the phones, office and entrances will be un-manned, external doors locked. Please wait for further instructions and information. Please do not call the school or collect your children as this could disrupt procedures. Please be reassured that all children and staff are safe".**

- Parents will be given enough information about what will happen/is happening or has happened 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 safety.
- Parents will be reassured that any measures needed to ensure the incident does not re-occur are put into place.
- Parents are asked not to contact the school during a lockdown or immediately afterwards. Calling the school could put pupil's safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, parents, or Buckingham Council.
- Parents are asked not to come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Parents need to wait for the school to contact them about what happens next and when it is safe for them to collect their children, and where this will be from (if this is deemed necessary).
- Parents will be informed when the 'all clear' has been given.

#### Emergency Services

- It is important to keep lines of communication open with outside agencies and 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 Emergency Services depending on the severity of the incident that has triggered the Lockdown.
- Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.
- In the event of a prolonged lockdown or more severe scenario, Buckinghamshire Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friend and family outside of the cordoned area.
- The current reception centre for Westcott School is St Mary's Church.
- It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff.
- A lockdown drill should be undertaken termly as per health and safety guidance.