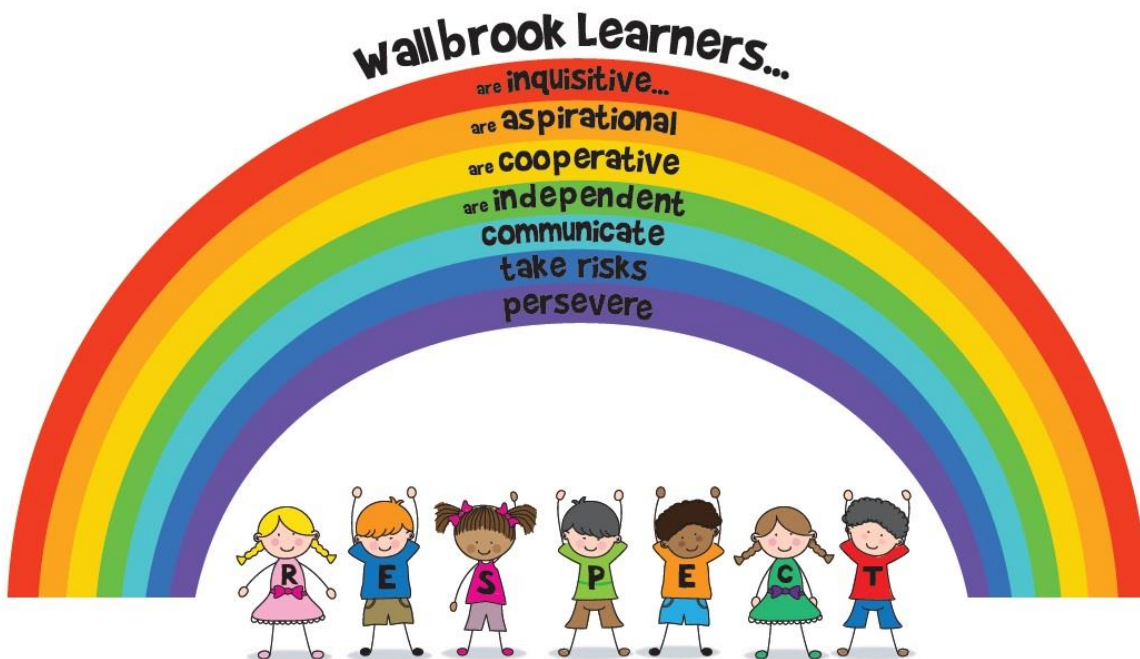




LOCKDOWN AND BOMB PROCEDURES



Policy Date: April 2019
Review Date: April 2020

There is a wide variety of scenarios which may trigger a school's lock down procedures. Some examples may include:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, methane, gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose or other dangerous animal

Schools may find it helpful to incorporate the following key principles:

- Staff are alerted to the activation of the plan verbally
- Pupils who are outside of the school building are brought inside as quickly as possible
- Those inside the school should remain in their classrooms
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing)
- Staff should encourage the pupils to keep calm
- As appropriate, the school should establish communication with the Emergency Services as soon as possible
- The Local Authority should be notified via the appropriate number – partial 01384 81 1552, full 0800 555 8181
- If necessary, parents should be notified as soon as it is practicable to do so via the school's communication system; however, parents are not permitted to collect their children during a lock down procedure
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Staff should await further instructions

It is of vital importance that the school's lockdown procedures are familiar to members of the SLT, admin staff, teaching staff and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity). Parents too should know that the school has a lockdown plan, and a copy should be placed on the school's website.

The school has two levels of Lockdown – PARTIAL and FULL.

Partial Lockdown: This may be 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. It may also be as a result of a warning being received regarding the risk of air pollution, etc. Partial lockdown is a precautionary measure which ensures that the school is in a state of readiness should a situation escalate, whilst also enabling a degree of normality to continue. There is no immediate threat.

Full Lockdown: This signifies an immediate threat to the school and may be an escalation of a partial lockdown. There is not an attempt to continue normal business inside the school building and no movement around the school unless absolutely necessary and in response to changing circumstances.

Partial Lockdown procedures

Once the Headteacher has decided to instigate a partial lockdown, the following will happen:

1. The Headteacher/admin staff notify all staff of 'partial lockdown' verbally – 2 members of staff will alert; one starting with Pre-school and EYFS, the other with Woodlands, Poplar & ICT suite.
2. The SBM will contact the Local Authority (01384 81 1552) and Emergency Services (probably Police)
3. The SBM will send a short internal email to all staff advising of the situation; all teachers during partial lockdown should be logged into their email system as this will be a discrete tool for circulating non urgent information.

Immediate action:

- All outside activity to cease immediately; pupils and staff return to the main building closing and locking doors behind them.
- Kitchen staff ensure all exterior doors and windows are closed and locked.
- Headteacher will walk around the perimeter of the school and ensure that any staff and children working outside are alerted to the partial lockdown status.
- If it is break time, the school will firstly decide if the instigation of partial lockdown can be delayed until the end of break; this will help to avoid confusion. However, if it must be instigated during break time, the bell will be rung as a prompt for children and staff to come inside; Senior Staff will move quickly through the playground instructing all staff and children to move indoors.
- All staff and pupils remain in building and external doors and windows locked.
- Each teacher will take a register of their class. Email info@wallbrook.dudley.sch.uk confirming if all children and staff are accounted for and safe, if anyone is missing with the location if known and also if you have any extra children or staff.
- Once the register is completed, children may return to group work areas under adult supervision

Headteacher and Emergency Services should be made aware of any children not accounted for; staff should not search for a missing child unless they are certain where that child is, the location is nearby and there is not apparent risk to that vicinity.

Staff should avoid making unnecessary calls to the office as this could delay more vital communication.

Site Manager and Headteacher will walk through the school and ensure that all external doors are closed. All of the doors, once shut, cannot be opened from the outside; the front door will be locked.

Free movement will be permitted within the building unless circumstances are such that this is not possible.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from Local Authority and Emergency Services and changing circumstances.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown procedures

Once the Headteacher has decided to instigate a full lockdown:

1. They will notify SLT, admin staff & Site Manager.
2. The Headteacher/admin staff notify all staff of 'full lockdown' verbally – 2 members of staff will alert; one starting with Pre-school and EYFS, the other with Woodlands, Poplar & ICT suite. **The teacher must share this status with any other adult in the classroom for example teaching assistants.**
3. If it is playtime or lunchtime, a whistle will be blown in repeating bursts of three blasts
4. The Site Manager will assist with the locking process of classrooms if this is necessary.
5. The SBM will contact the Local Authority (0800 555 8181) and Emergency Services (probably Police)

Immediate Action:

- Office staff will remain in the school office with the blinds down if it safe to do so, which will still enable communication with the rest of the school and emergency services. If it is not safe they will move to the Headteacher's Office.
- Kitchen staff ensure all exterior doors and windows are closed and locked before going to the ICT suite.
- All pupils and staff return immediately to their classroom, staff check windows and external doors and close blinds; TAs go with their morning class
- Nurture pupils to remain in Woodlands.
- Site Manager and Headteacher will walk through the school and ensure that all external doors are closed & locked. All of the doors, once shut, cannot be opened from the outside. The main entrance into the school will also be locked.
- Pupils sit together, under tables, quietly and out of sight as much as possible
- Each teacher will take a register of their class, confirming if all children and staff are accounted for and safe; this information will be communicated to the office staff via email to info@wallbrook.dudley.sch.uk
- Headteacher and Emergency Services should be made aware of any children not accounted for; staff should not search for a missing child unless they are certain where that child is, the location is nearby and there is not apparent risk to that vicinity.
- Staff should avoid making unnecessary calls to the main office as this could delay more vital communication.
- School remains in full lockdown until it is lifted by a Senior Member of staff. The lifting of full lockdown – or the downgrading to partial lockdown – will be communicated by a Senior Member of staff.
- At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be on the school website and parents will be signposted to this information periodically in routine communication such as newsletters. In the event of the full lockdown, the incident or development will be communicated to parents as soon as is practicable. Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety. The office staff, once secure themselves and have instigated all other processes outlined above will send a text message via Groupcall stating:

'The school is in Lockdown because ofwe are keeping the children safe all doors/entrances are locked. DO NOT ring or come to school we will contact you when it is safe to come and collect'

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.

Bomb procedures

If school is notified of a bomb on the premises, staff will be notified verbally. If the bomb is within the school building or the immediate vicinity, all will evacuate to the field Admin staff will take the Fire drill folder and a mobile phone to maintain contact with the emergency services.

School Site Evacuation

When the most senior member of staff on site at the time of the incident along with emergency services has decided that a full site evacuation is necessary, site evacuation will take place through the nearest available school gates;

School field gates onto Sandwell waste ground. Turn left out of school and proceed to walk to evacuation point (Coseley Cricket club or Christ Church Primary) as directed by Senior Staff Member.

Following a site evacuation all children and staff will assemble in our named off site evacuation point.

**At this present time that is Coseley Cricket Club, Church Rd, Coseley, West Midlands, WV14 8YP or
Christ Church Primary School, Church Rd, Coseley, West Midlands, WV14 8YB. 01384 818375**

NOTICE FOR CLASSROOMS

Partial Lockdown procedures

Once the Headteacher has notified you:

- Pupils and staff return to their classrooms, closing and locking doors and windows
- All staff and pupils remain in building and external doors and windows locked.
- Each teacher will take a register of their class. Email info@wallbrook.dudley.sch.uk confirming if all children and staff are accounted for and safe, if anyone is missing with the location if known and also if you have any extra children or staff.

Free movement will be permitted within the building unless circumstances are such that this is not possible.

Full Lockdown procedures

Once the Headteacher has decided to instigate a full lockdown:

- The Headteacher/admin staff notify all staff of 'full lockdown' verbally – 2 members of staff will alert; one starting with Pre-school and EYFS, the other with Woodlands, Poplar & ICT suite. **The teacher must share this status with any other adult in the classroom for example teaching assistants.**

Immediate Action:

- Office staff will remain in the school office with the blinds down if it safe to do so, which will still enable communication with the rest of the school and emergency services. If it is not safe they will move to the Headteacher's Office.
- If it is playtime or lunchtime, a whistle will be blown in repeating bursts of three blasts
- All pupils and staff go immediately to their classroom, TAs go with their morning class
- Classroom windows and doors will be locked and blinds will be drawn, where this is possible so that classrooms appear empty.
- Nurture pupils to remain in Woodlands.
- Pupils sit together under tables, quietly and out of sight as much as possible
- School remains in full lockdown until it is lifted by a Senior Member of staff. The lifting of full lockdown – or the downgrading to partial lockdown – will be communicated verbally by a Senior Member of staff.
- At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

Lockdown Practice record	
Date/time:	Date/time:
Partial/Full	Partial/Full
Comments:	Comments:
Actions:	Actions:
Signed:	Signed: