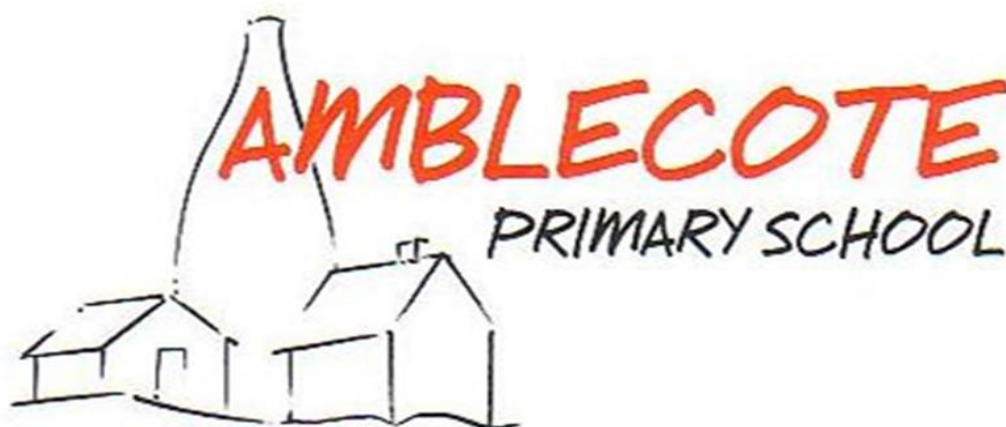


Amblecote Primary School



Lockdown Policy 2020 – 2021

Responsibility for monitoring this policy: Head teacher

Review Annually

Updated: October 2020

Review date: October 2021

Proposed by the Acting Headteacher.....*J Cook*.....Mrs J. Cook

Approved by Governing Body.....*[Signature]*.....Mrs C. Roberts (Chair of Governors)

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1. Lockdown Guidance and Procedures

As part of our health and safety policies and procedures, Amblecote Primary School has a lockdown policy. On very rare occasions, it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity. There are a wide variety of scenarios which may trigger a school's lockdown 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, gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose or other dangerous animals

At Amblecote Primary we will adhere to the following key principles:

- Staff are alerted to the activation of the lockdown procedure by a recognised audible specific lockdown siren throughout the school site (including outside the building). This siren can be activated by break glass points situated throughout school.
- Staff will ensure that pupils who are outside of the school building are brought inside as quickly as possible through the nearest entrance.
- Those inside the school should remain in their classrooms.
- All external doors and windows are locked.
- Once in lockdown mode, staff should notify the office and SLT via walkie talkie and email immediately to inform of any pupils not accounted for (SLT will instigate an immediate search for any missing pupils).
- Staff should encourage the pupils to keep calm.
- If appropriate, the school should establish communication with the Emergency Services as soon as possible.
- If necessary, parents should be notified as soon as it is possible to do so via the school's communication system (Parent Hub and a message on the school's website); however, parents are not permitted to collect their children during a lockdown procedure and they are discouraged from trying to telephone the school.
- If it is necessary to evacuate the building, the fire alarm, which is a continuous ringing of the school bell and a different sound to the lockdown siren, will be sounded.
- It is of vital importance that the school's lockdown procedures are familiar to members of the SLT, school administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least twice a year.
- Depending on their age, pupils should also be aware of the plan - regular practices will increase their familiarity.
- Staff will talk about lockdown procedures with pupils: before and after a drill (staff will follow this guidance – see appendix 1).
- Parents too should know that the school has a lockdown procedure, and a copy should be placed on the school's website.

2. Amblecote Primary's Lockdown Arrangements

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 minimal 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.
- **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 there is no movement around the school unless absolutely necessary and in response to changing circumstances.

3. Partial Lockdown procedures

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

1. The Headteacher / Deputy Headteacher notifies Senior Management Team, Pre-school and Time for Twos & office staff of 'partial lockdown'.
2. Staff will be informed that there is no immediate threat to safety.
3. All staff are informed of a partial lockdown via the walkie talkies.
4. The designated office manager will send a short internal email to all staff ("AAA AMB All Staff" ZZZ-AMB-AllStaff@amblecote.dudley.sch.uk) 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. (This instruction will be communicated via walkie talkies)
- Headteacher and Deputy Headteacher and or Site manager (if on site) 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 'school bell' will be rung early, 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, using the Integris register as a reference to who has been marked as present. Email ("AAA AMB All Staff" ZZZ-AMB-AllStaff@amblecote.dudley.sch.uk) confirming:
 - if all children and staff are accounted for and safe;
 - if anyone is missing from the class;
 - if you have any extra children or staff in the classroom.

- The Headteacher should be made aware of any children not accounted for; Senior Leadership Team will locate these children and return them to their classroom.
- Staff may use Walkie Talkies to communicate but should avoid making unnecessary calls to the central office as this could delay more vital communication.
- Headteacher & Deputy Head teacher and or Site Manager (if on site) will walk through the school and ensure that all external doors are closed and 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 risk assessment based on advice from Local Authority / Emergency Services (if applicable) and changing circumstances.
- Emergency Services will advise as to the best course of action in respect of the prevailing threat e.g. air pollution, chemical spill, dangerous animal etc.

5. Full Lockdown procedures

Alert Lockdown procedures:

Once the Headteacher has decided to instigate a full lockdown:

1. The lockdown siren will be activated indicating a 'Full lockdown'.
2. The teacher must share this status with any other adult in the classroom for example teaching assistants and / or students.
3. Class Teachers will lock all external doors to their classrooms and any available adults will ensure all external doors leading on to playgrounds and field are locked (external corridor doors outside 1/2C, 3P and 3/4S).
4. Main school entrance and kitchen doors are locked.
5. The Office Manager will contact the and the relevant Emergency Services and the Local Authority.

Immediate Action:

- After locking the main entrance, the Office staff will collect the staff signing in book, the pupils signing in & out book and visitors' book and will move into the Business Manager's Office. This will still enable communication with the rest of the school and emergency services, whilst pupils and adults are accounted for.
- All pupils and staff return immediately to their classrooms or, if there is a risk associated with accessing any particular classroom, go into another nearby room
- Headteacher, Deputy Headteacher and Site Manger (if on site) 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.
- Classroom windows will be locked and blinds / curtains will be drawn, where this is possible so that classrooms appear empty.
- Pupils sit together, quietly and out of sight as much as possible.
Each teacher will take a register of their class, using the Integris register as a reference to who has been marked as present. Email ("AAA AMB All Staff" ZZZ-AMB-AllStaff@amblecote.dudley.sch.uk) confirming:
 - if all children and staff are accounted for and safe;
 - if anyone is missing from the class;
 - if you have any extra children or staff in the classroom.

- 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 immediately and move to agreed assembly points.

6. 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 a full lockdown, when it is safe to do so, parents will be notified as soon as it is possible via the school's communication system (Parent Hub, a message on the school's website and / or a text message);
- The text message will read: *'Amblecote Primary is in Lockdown – please refer to Parent Hub / website for the details'*.
- Parent Hub and school website message will read *'Amblecote Primary School is in Lockdown because of We are keeping all of the children safe. All doors/entrances are locked. PLEASE DO NOT ring or come to school we will keep you updated and contact you when it is safe to come and collect'*
- Parents are not permitted to collect their children during a lockdown procedure and they are discouraged from trying to telephone the school as this could delay more vital communication.
- Any further developments will be communicated to parents as soon as is possible. Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.
- Parents should not discuss the event on social media, as this may spread false information and create panic
- Parents will be informed if the lockdown continues beyond school hours, and whether there are any changes to collection arrangements.
- 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.

Member of staff responsible for the Lockdown Guidance and Procedure
Date of policy
Review date of policy

Mrs J. Cook
October 2020
October 2021

Appendix 1

Talking about lockdown procedures with pupils: before and after a drill

Before

Talking to pupils before a lockdown drill will help you manage any anxiety they may feel.

You can do this in an assembly, or in the classroom.

Talking to pupils in the classroom may be preferable (especially for younger pupils) because:

- It allows staff to discuss lockdown in a familiar environment
- Pupils may feel more comfortable asking questions (about lockdown or the reasons for it) with staff they're more familiar with
- Staff can **show** pupils what they'll need to do, rather than tell them
- Staff can tailor the way they discuss the drill based on the pupils they have in their classes (for instance, pupils who speak limited English may need visual aids, or pupils with special educational needs may need additional guidance, support or specific procedures)

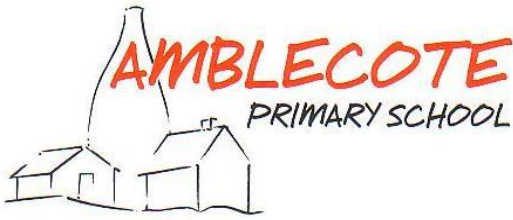
Schedule school's lockdown drill to take place soon after you've spoken to pupils.

Whether staff talk about it in an assembly or in classrooms, make sure pupils know:

- What the procedure is, step-by-step;
- How the school expects them to behave;
- That this is just a drill, and they aren't in any real danger (it helps to compare it to a fire drill).

After

- Praise your pupils, explain how their good behaviour kept them safe and out of harm.
- Talk to your pupils about how they felt and have time to answer any questions they may have.
- Ask if there was anything that your class could have done better when reacting to the drill.
- Remind your pupils that it was a drill and there is nothing for them to worry about.
- Then go straight back to 'work as usual'



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'At Amblecote we achieve because in our pupils we believe.'

DATE

Dear Parents and Carers,

Re: Enhancing safety in our school

At Amblecote Primary School, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we have updated our current lockdown procedure.

I am writing to inform you that we will be practising this procedure on [insert date]. As a school we won't be discussing terrorism, intruders or anything of a nature that could potentially worry the children. We will be describing the exercise as keeping safe should an animal escape from the zoo and it will in effect be a giant game of hide and seek.

What is a lockdown and when would we carry it out?

A lockdown procedure is a standard health and safety procedure, similar to a fire drill. Our lockdown procedure would be used when there is a threat to the safety of pupils, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our lockdown procedure may be used 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, gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose or other dangerous animals
- An incident related to terrorism

Please refer to the Lockdown Policy on our school website, which details our lockdown procedure

Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe, and will emphasise that practising procedures like this will make sure the school remains a safe place to learn. (see Appendix 1 of the Lockdown Policy).

I must stress again this is simply a practice, so that in the unlikely event of such a situation, our pupils and staff are fully prepared.

If you or your child have any further concerns or questions, please do not hesitate to contact a member of the Senior Leadership Team.

Yours sincerely,

Jane Cook