



CRESTWOOD
COMMUNITY SCHOOL

Lock Down Procedure Policy

Updated: February 2023
Review cycle: Three yearly

Crestwood Community School

Lock Down Procedure Policy

Rationale

Crestwood Community School has a Lock Down Policy which should be read in conjunction with the Child Protection and Safeguarding Policy and Procedures.

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 and students in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

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

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and students in 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 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

Full Lockdown

Staff will be notified lock down procedures are to immediately take place on hearing five short bursts of the school bell.

Procedures

- Students and staff in the school building: at the given signal students and staff remain in the room they are in.
- Staff will ensure the windows and doors are closed/locked and screened where possible.
- Students must be positioned away from possible sightlines from external windows/doors.
- Lights, smart boards and computer monitors must be turned off.
- Staff to support children in keeping calm and quiet.
- Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher, e.g. students using toilet when the alarm goes.
- Students in the school grounds/playgrounds: the lock down will activate a process of children being ushered into the school building as quickly and quietly as possible.
- Front office staff: lock school front offices.
- If practicable staff should notify the front office by phone that they have entered lock down and those children not accounted for.
- The Headteacher/Heads of School will contact the emergency services where appropriate.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

- Staff to remain in lockdown positions until five bells are sounded again to signal the end of the lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded.

As soon as possible after the lockdown, teachers return to their base classrooms and conduct a roll call and notify the office immediately of any students not accounted for.

Partial Lockdown

Alert to staff: 'Partial lockdown'

This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and students in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, students and staff return to building (staff will be alerted by the Senior Leadership Team)
- All staff and students remain in building and external doors and windows locked
- Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff

All situations are different, once all staff and students are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and students.

'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.

In the event of an air pollution issue, windows 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.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff and students. To achieve this, a lockdown drill should be undertaken at least once a term.

Communication with Parents

- If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network – telephone/text, school comms, website.
- 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.
- Students will not be released to parents during a lock down.
- Parents will be asked not to call school as this may tie up emergency lines.
- A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lockdown and to encourage parents to

reinforce with their children the importance of following procedures in these very rare circumstances.

- Parents will be given enough information about what will happen so they are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Parents should not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Parents should wait for the school to contact them about when it is safe for them to come and collect their children and where this will be from.

Parents will be told:

'... the school is in a full lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody is allowed in or out ...'

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 Emergency Services depending on the severity of the incident that has triggered the lockdown.

Emergency Services will support the decision of the Headteacher with regard to the timing of communication with parents.

Evening Lockdown

In the event of an incident happening during evening hours when students are attending clubs, rehearsals or revision sessions; school events are taking place and/or when community users are using the school facilities, on either campus, the following procedure should be adhered to.

- The Headteacher, Head(s) of School or other member of the Senior Team will contact the Senior Site Manager to inform them of the nature of the incident and the action required.
- The senior member of staff will contact the Head's PA and Media Lead so messages can be sent out to the appropriate people.
- The Senior Site Manager will contact the evening site team on both campuses and inform them that a lockdown procedure needs to take place.
- Lockdown procedure will be initiated.
- Site team to identify all persons still present on the site.
- Site team to identify safe rooms for staff/students/parents/community users and direct them to these points. The rooms must have access to SIMS and a telephone for communication purposes.
- Site team support persons leaving the site and make sure they do so safely.
- At each step, clear lines of communication need to be kept with the Headteacher/other members of SLT so they are aware of updates.