



THE OVAL SCHOOL LOCKDOWN PROCEDURES – REVIEWED SEPT 2017

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 pupils 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 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

It is of vital importance that the school's lockdown procedures are familiar to all members of staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on the 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, a copy is available to view on the school's website.

The school's lockdown plan is as follows:

Signals

Staff will ALWAYS have advance notice of a lockdown drill, therefore if the signal occurs without warning staff must assume it is NOT A DRILL

Signal for full lockdown	Continuous 'intermittent' alarm bells
Signal for all-clear	Verbally from designated person

Full Lockdown

Immediate Action:

- Pupils who are outside of the school building should be brought inside as quickly as possible and return to their classroom.
- Those inside the school building should remain/return to their classrooms and check corridors and toilets for pupils or staff
- All external doors locked. Classroom doors shut and locked where possible. Windows are closed/locked. Where available blinds should be drawn.
- 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.
- Staff should encourage pupils to keep calm and sit quietly on the floor /under tables or by the walls
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via the email system and instigate an immediate search for anyone missing
- As appropriate, the school office will establish communication with the Emergency Services
- Staff and pupils remain in full lockdown until it has been lifted by a senior member of staff/emergency services.
- If it is necessary to evacuate the building the fire alarm will be sounded and the usual fire drill procedure will then take place



- Communication between the office and staff will be via email. Staff should not contact the office but should wait for further instruction.
- Parents will be notified as soon as it is practicable via ParentPay and the website (only when appropriate following guidance from Emergency Services)
- Pupils will not be released to parents during a lockdown.

Partial Lockdown

This de-escalation may be advised verbally by a senior member following a full lockdown (for example in the event of air pollution, etc.)

Immediate Action:

- All staff and pupils to remain in building and external doors and windows locked
- Free movement may be permitted with the building
- All situations are different and senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils

School lockdown procedures, should be routinely shared with parents either by newsletter or via the school website. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Communication between parents and the school

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

Parents should note the following:

- the school understands your concern for your child's welfare and assures you that it is doing everything possible to ensure your child's safety
- Parents are advised not contact the school as calling the school could tie up telephone lines that are needed for contacting emergency providers
- Parents are requested not come to the school as you may interfere with emergency services access to the school and may put yourselves in danger
- The school will contact parents via ParentPay when it is safe for you to come and collect you child and where this will be from.

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 regarding the timing of communication to parents.

Review date: Sept 2018