

# **LOCKDOWN POLICY**

**FOR**  
**WENTWORTH PRIMARY SCHOOL**



***APPROVED BY GOVERNORS January 2022***

***POLICY TO BE REVIEWED January 2025***

## **Wentworth Primary School**

### **Lockdown policy**

#### **Introduction**

Full and partial lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident that has the potential to pose a threat to the safety of staff, pupils, parents or visitors.

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.

#### **When to activate a lockdown**

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 example air pollution, smoke, gas cloud etc.;
- A serious or emergency accident or incident requiring the emergency services at the school;
- A major fire near the school;
- The close proximity of a dangerous dog roaming loose;
- A swarm of bees or wasps;
- Dense fog where pollution could cause breathing difficulties;
- Wild animals on site, e.g. foxes;
- 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.

#### **Lockdown signal**

The school's lockdown signals would be a verbal message and internal phone call from the Headteacher, Deputy Headteacher or Admin Staff. This message will be sent to the staff that will be coming into work later, the Swimming Pool, the School House and the Viking Academy.

- The Leadership team will contact the LA Communications team on 03330139880, Chair of Governors, parents and emergency services.
- Year 4 class teachers to tell Year 3 teachers (no telephone in Year 3).
- Admin Staff to tell Year 5 teachers (no telephone in Year 5).

#### **Signal for the All-Clear**

- A verbal message to staff using internal phones by Leadership team.
- Email and text message from the school office to parents.

## **Full Lockdown procedures**

This will happen when there is threat to pupils and staff safety.

- Pupils to remain silent and still in their classrooms.
- Pupils outside to return to classroom.
- Office, Classroom and Kitchen Staff to close all blinds at the front of the school. Office Staff to inform Viking Academy, Swimming Pool and members of staff at the School House.
- Staff to return from staffroom to classrooms.
- If the lockdown occurs at break or lunchtime, Midday Staff to line pupils up and bring them into their classrooms, as long as it is safe to do so. Teaching Staff should return to their classroom to support their pupils. Entrance points to the classrooms should be secured, e.g. doors and windows.
- Car park gates to be secured, if safe to do so.
- External doors locked and Internal doors are closed.
- Fire doors are closed (but not locked).
- All windows closed.
- Staff from the kitchen to move into the office.
- Staff SIMS phone list to be activated by office staff.

## **Communication**

- School internal telephones to be kept free to send messages.
- Bad weather phone call goes into action to communicate with staff and visitors due to visit the school.
- Email via classroom laptops or computers.
- If someone is taken hostage then the school should seek to evacuate the rest of the site. All will be moved to a suitable local facility such as a nearby school, the Community Centre, Maddison Heights or Blackwater Leisure Centre.

## **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 pupils in the school. This would be where pupils needed to stay in their classroom and not wander around the school site. It may also be as a result of a major incident occurring in the school which may not be appropriate for pupils to witness, for example a first aid emergency, air ambulance landing, vehicles entering the school field, or may be a warning received regarding the risk of air pollution, etc.

- All outside activity to cease immediately, pupils and staff to return to building.
- All staff and pupils to 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 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 conditioning to be switched off (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 office as this could delay more important communication.

### **Communication between parents and the school**

- In the event of an actual full or partial lockdown, any incident or development will be communicated to parents as soon as is practicable. During this period, the phones, office and entrances will be manned, external doors locked, front door locked and office hatch locked.
- 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 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 Local Authority.
- Parents are asked **not** 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 from where this will be (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 regarding the timing of communication to parents.

- It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, lockdown training will be undertaken at least once a year.
- Depending on their age pupils should also be aware of the plan. Regular Fire Evacuation Practices will increase their familiarity.