



# Lockdown Procedures

ST MARY'S

Reviewed by the Governing Body: **Spring 2022**  
To be reviewed: **Every 3 years**

Next review: **Spring 2025**

## **Lockdown 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 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.

Please note communication will take place as follows:

- St Mary's – two way radio

The school's lockdown plan is as follows:

| Signals              |  |
|----------------------|--|
| Signal for lockdown  | TBC<br>Signal will need to be different from the normal evacuation fire drill signal<br>(TBC: contacting alarm company for new sound<br>TBC: short blasts from main alarm) |
| Signal for all clear | Verbally from designated person<br>via two way radio/classroom telephones  |

| Lockdown                         |   |
|----------------------------------|---|
| Rooms most suitable for lockdown | All classes to remain in own classrooms |

|  |  |
|--|--|
| Entrance points (eg doors, windows, which should be secured) | External doors<br>Fire doors<br>Internal doors<br>All windows  |
| Communication arrangements                                   | As identified at each school<br>Mobile phones  |
| Notes  | If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site |

| Ref | Initial Response – Lockdown  | Tick/Sign/Time |
|-----|--|----------------|
| L1  | Ensure all pupils are inside the school building.<br>Alternatively, ask pupils to hide or disperse if this will improve their safety.<br>CTs responsible for their own class.<br>Pupils to seek cover under benches/tables   |                |
| L2  | Lock/secure entrance points (eg doors, windows) to prevent the intruder entering the building<br>Senior Staff/Site Officer   |                |
| L3  | Dial 999. Dial once for each emergency service that you require<br>Office Manager  |                |
| L4  | Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> <li>● Block access points (eg move furniture to obstruct doorways)</li> <li>● Sit on the floor, under tables or against a wall</li> <li>● Keep out of sight</li> <li>● Draw curtains/blinds</li> <li>● Turn off lights</li> <li>● Stay away from windows and doors</li> </ul> CTs responsible for own class |                |
| L5  | Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.   |                |

|    |   |  |
|----|---|--|
|    | Senior Staff/Site Officer   |  |
| L6 | If possible, check for missing/injured pupils, staff and visitors<br>CT to notify Senior Staff        |  |
| L7 | Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services |  |

- Staff will be alerted to the activation of the plan through the two-way radio/classroom telephone and a recognised signal, audible throughout the school.
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others.

NB:

*If children remain outside at St Mary's they will hide in the Story Garden.*

- 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 blocked)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via two-way radio and instigate an immediate search for anyone missing
- Staff should encourage the pupils to keep calm
- As appropriate, the school office will establish communication with the Emergency Services and notify Waltham Forest Council via the 'School Emergency' phone number
- Parents will be notified as soon as it is practicable to do so via text messaging
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be sent via two way radios, classroom telephone or designated staff

It is of vital importance that the school's lockdown procedures are familiar to all members of the school 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).

### **Partial Lockdown**

#### **Alert Message 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 pupils 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 ceases immediately, pupils and staff return to the building. (Staff will be alerted via two-way radios)
- All staff and pupils 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 pupils are safe 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 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.

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.

### **Full Lockdown**

#### **Alert Message to Staff: ‘Full Lockdown’**

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

### **Immediate action:**

- All pupils return to classroom
- External doors locked. Classroom doors blocked
- Windows locked, blinds drawn, pupils sit quietly out of sight
- Register taken/headcount. The office will contact each class in turn for an attendance report via two-way radio
- Staff and pupils remain in lockdown until it has been lifted by a senior member of staff/emergency services.

- At any point during the lockdown, the fire alarm may sound and a verbal message via two-way radio, which is a cue to evacuate the building.
- During the lockdown, staff will keep agreed lines of communication open, via two-way radios, but will not make unnecessary calls to the central office as this could delay more important communication.

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

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as practicable.

Parents should be given enough information about what will happen 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 his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Do 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
- Wait for the school to contact them about when it is safe for you to come get their children, and where this will be from.

Parents will be told

**'... the school is in full lockdown. During this period the switchboard and entrances will be unmanned, external doors locked and nobody 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 /Head of School/Executive Head regarding the timing of communication to parents.