



# **LOCKDOWN PROCEDURE POLICY 2021-22**

**Effective Date: October 2017**

**Last Reviewed: June 2021**

**Reviewed by: Miss K Hayward**

**Next Review Date: July 2022**

## **Lockdown Procedures**

### **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 pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc. School bell to ring three times.

#### **Immediate action:**

All outside activity to cease immediately, pupils and staff return to building. (There need to be a means of communicating the alert to duty staff at break times) All staff and pupils remain in building and external doors and windows locked. Free movement may be permitted within the building dependent upon circumstances. All situations are different, once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from:

*Central Bedfordshire Council*

*Lockdown Procedures: Guidance for Schools November 2013*

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 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 classrooms and external doors locked. Classroom doors locked (where a member of staff with key is present). Windows locked, blinds drawn, pupils sit quietly out of sight (e.g. under desk or around a corner)

Register taken -the office will contact each class in turn for an attendance report

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 which is a cue to evacuate the building. During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication. ParentMail will be used to contact staff via text message in an emergency.

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

School lockdown procedures, especially arrangements for communicating with parents, 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. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

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/hersafety
- 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 providers' 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 them to come and get their children, and where this will be from

*The communication between parents and the school must reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, **it may also be prudent to reinforce the message '..the school is in a full lockdown situation. During this period the switchboard and entrances will be un- manned, 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 Executive Principal with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Central Bedfordshire Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

1 Research evidence suggests that panic and anxiety are far less likely where those associated with an incident are fully informed of the facts. '...Information about dangers should be disseminated and not withheld because of a fear that people will panic...' (Dynes, Quarantelli and Kreps 1972).



Signed.....  
Executive Principal



Signed.....  
Chair of Governors

Date: June 2021