LOCK DOWN PROCEDURE

Lockdown procedures are 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/animal roaming loose

Signals

Signal for Lockdown	**Intermittent alarm**
Signal for All clear	**SLT advising**

Lockdown

Rooms most suitable for lockdown	All classes to remain in own classroom
Entrance points (e.g. doors, windows) should be secured	External doors Fire doors Internal doors All windows
Communication arrangements	Mobile phones (staff)
Notes	In the event of someone is taken hostage on the premises, the school should seek to evacuate the rest of the site if safe to do so.

Key Information

- In the event of requiring, a lock down procedure staff will be made aware by the activation of the plan via activation of an intermittent alarm.

- Pupils who are outside of the school buildings must be brought inside as quickly as possible, unless this endangers them or others. If children remain outside they will moved to the nearest place of safety on or off site.
- 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 phone and instigate an immediate search for anyone missing if safe to do so.
- Staff should encourage the pupils to keep calm.
- As appropriate, communication with the Emergency Services will be take place and Hertfordshire County Council notified.
- Parents will be notified as soon as it is practicable to do so via phone message
- 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 everyone should leave the building via the nearest exit and assemble on the designated fire stations

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, the lockdown procedures will be reviewed and discussed in 'Whole School' staff meetings, twice a year.

Partial Lockdown

Alert to staff: "Partial lockdown"
This may be because 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 because of a warning received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, pupil and staff to return to the building. (Staff will have this brought to their attention via phones and verbal communication.
- All staff and pupils remain in the 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 safely inside; senior staff will conduct an on-going dynamic risk assessment based on advice from the Emergency Services. This will 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.
- 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 to return to classroom
- External doors locked. Classroom doors locked and blocked
- Windows locked, blinds drawn, pupils sit quietly out of sight under desks.
- Register taken/head count- the office will contact each class in turn for an attendance report via walkie-talkies.
- Staff and pupils remain in lock down until a senior member of staff / emergency services has lifted it.
- At any point during the lockdown, the fire alarm may sound, and a verbal message via walkie-talkies, which is a cue to evacuate the building.
- During lockdown, staff will keep agreed lines of communication open, via walkie-talkies but will not make unnecessary calls to the central office as this could delay more important communication

Communication between parents and the school

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents will be given enough information about what will happen so that they :

- Are reassured that the school understand 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 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 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 required to 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 Head teacher with regarding the timing of communication to parents.
- In the event of a prolonged lockdown or more sever scenario, Hertfordshire County Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for family and friends outside of the cordoned area.

CHECKLIST

Ref	Initial response- Lockdown	tick/sign/time
L1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety. All Adults are responsible for their own class.	
L2	Lock / secure entrance points (e.g. doors & windows) to prevent the intruder entering the building. All adults.	
L3	Dial 999. Dial once for each emergency service that you require. All staff who have access to a telephone to do so..	
L4	Ensure people take action to increase protection from attack: • Block access points (e.g. move furniture to obstruct doorways) • Sit on the floor, under tables or against a wall. • Keep out of site. • Draw curtains/blinds • Turn off lights • Stay away from windows and doors All adults are responsible for their own class.	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. All adults aware.	
L6	If possible, check for missing / injured pupils, staff and visitors. All adults.	
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

Head teacher:	C Fox	**Date:**	Sept 2024
Chair of Governing Body:	T Coulson	**Date:**	Sept 2024