



# **Hampton Junior School**

## **Lockdown Policy**

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<b>1</b>	<b>April 2018</b>	<b>New policy</b>	<b>April 2019</b>

**‘Be the best you can be!’**

## **LOCKDOWN PROCEDURE (Hampton Junior School)**

### ***To be read in conjunction with the Emergency Plan***

A lockdown will be considered under the following circumstances:

- 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) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog /animal roaming loose.

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. This procedure is to be used in the case of an emergency requiring all children to be inside the building.

### **There will be two types of 'Lockdown' – Partial and Full**

#### **Partial Lockdown**

**'Partial lockdown' – communicated through Senior Leadership team. SLT will ensure that all external doors are locked. Members of the SLT will visit each class and inform them of a 'partial lockdown' if safe to do so. The year 6 classroom will be contacted either by the school phone or by a staff mobile.**

In a partial lockdown staff and pupils should remain in their part of the school building and all doors leading outside should be locked. Windows should also be closed as quickly as possible and blinds lowered.

No one should be allowed to enter or leave the building; however teaching and work can continue as usual. 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.

All staff working in outside buildings are asked to carry with them their mobile phones at all times.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building
- All staff and pupils remain in the building and external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances.

- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants.
- Staff to complete a paper register and inform SLT as they walk around of any missing children.
- Staff should await further instructions.
- Year 6 should communicate with the school office, either by phone or email, to confirm that all children are accounted for.

Senior leaders will liaise with appropriate services, e.g. fire or police and then alert staff to a removal of the lockdown when satisfied that the school is once again safe and normal movement can resume.

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 the Emergency Services. A ‘partial lockdown’ may also be 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.

Should parents present at the school during a lockdown under no circumstances should members of staff leave the building to communicate directly with them.

### **Full lockdown**

**LOCK DOWN SIGNAL: 10 rings of the warbler (1 second on, 1 second off).**

The warbler is located in the SLT /SENCo office, on the second floor above the main office. Once the warbler has signalled the office staff will ring across to the year 6 block to inform them that a Full lockdown has been initiated (either mobile or school phone).

On this signal, the following actions should be taken:

#### **1. CLASSROOM STAFF**

- If you are outside with your class, return to the building via the nearest door, locking it behind the last person if you can see no other children or staff in the area behind you.
- Return to your classroom in an orderly manner, locking all outside doors (unless you can see children or staff coming towards the building).
- Close all the windows and blinds.
- Lock the classroom doors
- Turn off any desk top computers, interactive whiteboards and lights.
- Pupils/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls). In the main building all children and staff should make their way on to the deck. In the year 6 block all children and staff should congregate in the upper classrooms.
- If it is safe to do so, retrieve your phone (set to silent).

- Staff to complete a register of pupils and staff and then email the numbers to [info@hampton-jun.richmond.sch.uk](mailto:info@hampton-jun.richmond.sch.uk) (e.g. Alysha Logan and Tracey Fraser + 28 children). If they are unable to email then a phone call will be made to 0208 979 2545. This call will be re-directed to the Headteachers office.
- Log in to your school email account and check frequently for updates.
- Updates will be sent via text message, staff emails or calls to staff mobile phones.
- For those in external buildings, the door should be lock, blinds down and stay in the room unless a member of SLT informs you it is safe to return to the main building.

#### **OFFICE STAFF/CORRIDOR STAFF**

- Lock the front door and ensure the gate is locked.
- Ensure all blinds are down and windows are closed.
- Divert the telephone line to the Headteachers office
- Relocate to the HT office, ensuring all blinds and windows are closed
- Ensure that the evacuation file is taken to the HT office
- Call 999
- It is advisable to take personal mobile phone with you (on silent)
- Log in to the schools email and text service to ensure lines of communication are open.

Staff will need to assume the following 3 roles:

1. Check incoming emails
2. Answering phone calls
3. Ticking off pupil, staff and adults registers

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.

#### **Senior Leader**

Following the warbler, look outside and ensure all children and adult are inside Lock all doors that lead outside. Complete a visual check of the lower and upper hall. Go to the Headteacher office and support communication.

#### **The site manager / Senior leader**

Will check all external doors are locked.

#### **School Business manager / Senior Leader**

Will ensure all the windows are shut and the blinds are down in the lower hall / library area.

#### **Other people on site**

All visitors on site must report to the school office on arrival. They will sign in and identify the purpose of their visit and where they will be.

#### **LUNCHTIME/PLAYTIME PROCEDURE**

- Staff should direct children to the nearest external door
- A member of staff should remain by each of the external doors until all children and staff are off the playground, after which they should lock it and return to their classroom

## **ALL CLEAR**

- The most senior member of staff in the school (usually the Head or SLT) will ascertain when the situation is safe and will instruct the office staff to ring the 'all clear' signal.

## **ALL CLEAR SIGNAL: 10 rings of the warbler (1 second on, 1 second off).**

### **General principles and Guidance:**

Because a lockdown may occur for a variety of reasons, it is important to state some general guidelines which might be useful but will depend on the context of an emergency situation:

- A member of staff is nominated as lockdown manager (plus deputies in their absence) to initiate, manage and conclude the lockdown. They will also communicate with emergency services. These staff members will be: Jon James (HOS) as Lockdown Manager; deputies as follows: Helen Lockey (EHT); Jo Warren (SLT); Sarah Parsons (SLT)
- **The use of the fire alarm should be avoided to reduce the incorrect response to an incident.**
- Pupils/staff who are outside of the school buildings should be brought inside as quickly as possible.
- Those inside the school should remain in their classrooms or proceed directly to the nearest classroom.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked).
- Blinds/curtains drawn and windows on internal doors covered.
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for and any additional pupils/staff in their classroom via class phones or email to the office.
- Staff should encourage the pupils to keep calm.
- As appropriate, the school should establish communication with the Emergency Services as soon as possible.
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system, (email / text)
- **Pupils must not be released to parents during a lockdown.**
- If it is necessary to evacuate the building, the fire alarm should sound.
- Procedures for staff who do not have a regular office or classroom will be to remain in the classroom they are working in or, if practical, move to the nearest classroom which is occupied..
- Visitors/volunteers/peripatetic staff are included in this school lockdown plan.

In the event a school is in lockdown and the fire alarm sounds, the school should contact the emergency services as in a normal fire alarm activation. A nominated member of staff who has a means of remote communication (e.g. a mobile phone) should go to the fire alarm panel to establish which zone has been activated. Once the zone has been identified, the alarm should be silenced and another person sent to the area to investigate. Both of these roles will be carried out by the Lockdown Manager and Deputies. They will need to approach with caution as there may be a fire or an intruder may have activated the alarm. If a fire is discovered this information should be communicated back to the person at the fire alarm panel, who should re-sound the alarm, update the emergency services and evacuate the school.

Due to the fast moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively. Staff should have clear roles and responsibilities and it is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff.

A lockdown drill will be undertaken at least once a year and thoroughly debriefed to monitor the effectiveness of our arrangements.

### **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. 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/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are required for contacting emergency support providers.
- Do not come to the school. They could interfere with emergency support 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 to collect their children, and where this will be from.
- Are aware of what will happen if the lockdown continues beyond school hours. Parents will be notified, 'the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody is allowed in or out...' **Should parents present at the school during a lockdown under no circumstances should members of staff leave the building to communicate directly with them.**

**This policy will be communicated to parents via the school new notes.**

### **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. In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. A reception centre for friends and family could be set-up outside of the cordoned area.

## Full Lockdown Alert

- ✓ In the event of there being a LOCKDOWN alert in school the warbler will sound **10 times**.
- ✓ All children and staff outside must come into the main building, locking the external doors behind them.
- ✓ All children and staff within a classroom will either make their way onto the deck or if in the year 6 block make their way upstairs.
- ✓ All internal doors must be locked.
- ✓ All windows must be closed and ideally blinds also lowered.
- ✓ All children and staff in outer buildings (studio, cube, music room, nurture) must remain in the room ensuring the door is locked and windows are closed.
- ✓ All children and staff in the additional rooms around the school must stay in these rooms unless instructed to move by a Senior Leader (e.g. support rooms, food technology room)
- ✓ All office staff will ensure the front door and windows are shut and then make their way to the Headteacher's office.
- ✓ A member of the office team will notify the police.
- ✓ All staff members will communicate their adult and pupil numbers via email or telephone.

*Email: [info@hampton-jun.richmond.sch.uk](mailto:info@hampton-jun.richmond.sch.uk)*

*Telephone: 0208 979 2545*

- ✓ All staff and pupils to remain still and quiet
- ✓ Once safe, the warbler will sound 10 times.

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