

WBC School Lock Down Policy

Insert Name of School	Long Lane Primary School
Document	WBC School Lock Down Policy

Document Control

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Forward

This is an American term, referring to the procedure for keeping pupils safe by keeping them indoors in their classrooms or other safe locations. Examples of when it might be used include when there is a serious threat from an intruder (e.g. a gunman) on the school premises or within the vicinity of the school or when there are severe weather conditions.

It could also be used if the intruder is within the school building, however you would need to consider whether it was safer to keep pupils within their classroom or to evacuate and disperse.

Procedures

You will need a special signal for a lockdown. If your school bell allows more than one ring, you could have a special ring. If you have a PA system you could use this or a hand ring, the school bell or a relay of horns. You should practice this procedure in the same way you practice fire drills.

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- Signal lockdown using designated procedure e.g. special ring of a school bell.
- Check the halls and get all pupils and staff into the closed classrooms or safe areas.
- Keep all pupils in your classroom until given the all clear.
- Consider locking your doors if possible, shut windows and blinds. Turn off lights if necessary.
- Keep pupils seated and away from doors and windows. There may be circumstances when it is best to sit on the floor or under desks.
- Teachers will maintain (as best they can) a calm atmosphere in the classroom and keep alert to the emotional needs of pupils.
- Try and keep pupils engaged in a quiet activity or game. Do not allow anyone out of the classroom during a lockdown procedure in any circumstances.
- Teacher should remain with their pupils at all times.
- If the teacher is out of class at the time of the incident then they should attempt to go back to the classroom IF SAFE to do so. However, if this is too risky or dangerous then they must try and make contact with the children as soon as possible.
- Headteacher, office staff and other non-teaching staff who can be safely assembled, should form a School Emergency Response Team.
- Follow the critical incident flow chart (Pink page 5).
- Parents should be strongly encouraged not to pick up their children during a lock down procedure. If necessary and safe to do so encourage parents who arrive at school to shelter in the school building.

If the children are outside, teachers/supervisors should, depending on the situation, either move them to the nearest hall or building that can be secured and has an alternative escape route, or ask them to hide, disperse or take cover.

Buddy Schools or Safe Havens

For cases of major emergencies where the school needs to be closed or evacuated and it is not safe or practical to remain on the school site, it is suggested that schools pair up with a buddy establishment or safe house. Pupils can be removed to this safe house either prior to parents collecting them or in cases where parents cannot collect pupils until the end of the school day.

Please record here your buddy establishment:

Name of buddy school/safe house: ___Denefield Secondary School_____.

Directions from my school to safe house: ___200ft right of outside school gate on Long Lane (meet in Mudder).

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NB: Buddy establishments might be other schools in the vicinity, church, village hall, youth centre, day centre – BUT they will all depend on suitability and safety of the venue, as well as the facilities available. Think this through, make the contacts and include in your school emergency plan. Investigate the possibility of getting your own key. Insert it in school information that you give to all parents e.g. the school calendar, or home/school agreement.

Emergency Kits

Your school must assemble at least 2 emergency kits. These should be placed in secure locations that are accessible to all staff (e.g. office, staff room, store cupboard, head teacher's car). You are advised to have at least 2 packs so that if one is inaccessible due to the incident (e.g. a fire) you can access the other one. They therefore should not be placed close together. All staff should know where they are.

It is recommended that the contents of the kit include:

- A bag/vests for School Emergency Response Team.
- Whistle/horn.
- A copy of your school Emergency Plan., which includes emergency contact numbers.
- Site plans of your school.
- Torch
- Batteries

You should add to this:

- First aid kit and sun cream (stored near to or in the bag to be evacuated with the emergency bag).
- Emergency contacts and medical details for all student and staff (these should be updated regularly).
- You should consider the medical requirements of pupils, if they need to be evacuated, or there is a lockdown: for example, where are medicines kept? What will happen if medicines are inaccessible? But – the safety of pupils and staff is most important, do not go into any part of the building unless safe to do so. Please refer to the DCSF Managing Medicines in Schools and Early Years Settings Policy.
- Radios (preferably battery operated in case of power failure).

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- Mobile phones: If you have these, they do not need to be stored in the bag but should be evacuated with the bag if possible.

Records of Staff, Pupils and Visitors

Ensure that these are updated regularly (termly) so that you aware who, at any time is on the school site.

Monitoring and Evaluation

Following each recorded Lock Down practice, actions and events will be monitored and evaluated. Procedures may be amended as appropriate.

N.B. see below for the Department for Education Lockdown Template:

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Department
for Education

Lockdown Template

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

Signals

Alarm or signal for lockdown shelter	<i>[insert]</i>
Signal for stand down / all-clear	<i>[insert]</i>

Incident Control Officer's & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer		
Deputies		
Communications Officer		

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It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Rooms most suitable for lockdown

- | |
|---------------|
| 1 Classrooms |
| 2 Hall |
| 3 Sports hall |
| 4 Offices |

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools and cleaning products) are securely locked away when not in use.

Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

- | |
|-----------------------------------|
| Two-way radios |
| Classroom telephones |
| Mobile phones |
| Instant messaging / email |
| Other (TV's / Whiteboards / etc.) |

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Alternative place of safety in the event that it is considered necessary to leave site (For example, partner school/college / leisure centre) must be pre-arranged.	
Name of venue	
Type of venue	
Contact name	
Contact telephone number	
Useful info such as distance from school, directions, capacity, opening hours	

Other useful contacts:

Name	Emergency Contact Number

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Action Plan	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately	
Dial 999	
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)	
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows	
Close windows / blinds	
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	
Hide, sit on the floor under desks, and away from windows	
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc. as long as it can't be seen by the intruder)	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing / injured students, staff and visitors	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	