



# Lockdown Policy

*Information for Parents: This policy is available on request.*

The Ursuline Preparatory School does not undermine the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

## 1. Rationale

Although it is important to be prepared and have Lockdown procedures in place, it is vital that the children's welfare is considered throughout. The procedure needs to consider which members of staff need to be informed, depending on the type of occurrence to ensure that key staff are informed without unnecessarily alarming students or other staff. Alarming/concerning students when unnecessary may cause them to become scared and develop a fear of going to school. (Schools.Essex.gov.uk)

Therefore, as part of our Health and Safety policies and procedures, the school has a Lockdown Policy.

A lockdown may take place where there is a perceived risk of threat to the school, its staff, children, visitors, or property. Where possible, the school will act to ensure the safety of all personnel in the setting in the following situations:

- In the event that unauthorised person(s) considered dangerous, are on school grounds e.g. suspected Terrorist or Paedophile
- In instances including domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where personnel, students, volunteers, or staff from within the setting become a threat to the well-being of others.
- Where dangerous animals are roaming loose.
- In emergency situations within the environs of the school where there is potential risk from spills or poisonous fumes.

## 2. Lockdown Procedure

Every effort has been made to make the school premises safe. All adults have a duty to protect children to the best of their ability and to respond to a situation in the best way they can. In doing so, they are also trying to keep themselves as safe as possible.

The Lockdown procedure will be activated by the Headteacher (or in their absence their Deputy), when there is a serious risk on the school site with the potential to pose danger to staff, pupils, and visitors.

In devising a Lockdown procedure, it is not possible to cover every eventuality. Our response to a situation will be determined by the circumstances including where staff and children are located on the school premises at the time of the incident and by any additional information we may have. Those circumstances may change requiring our response to change accordingly.

There are two main types of lockdown:

**Partial Lockdown:** is where the threat is external to the school building and all children and staff are required to remain inside the school with all external doors and windows closed and locked. The school can continue its normal business withinside the school safe from external threats.

**Full Lockdown:** is where the threat is inside the school and all children and staff are required to remain inside the school with all external doors and windows closed and locked, but additionally children and staff lock themselves in internal rooms. This signifies an immediate threat to the school. The aim of a full lockdown is for the school and its rooms to appear empty.

NOTE: Further detail on what actions to take for both types of Lockdown are covered in the Appendices.

The following process should be implemented should a lockdown be required:

1. If a situation arises where an adult discovers possible danger from an intruder, they must seek to remove children from the imminent threat and inform the Headteacher (or their Deputy).

2. The Headteacher (or their Deputy) should confirm that a Lockdown is required.
3. The Headteacher (or their Deputy) will inform the Office staff to contact the relevant Emergency Services on the 999 system.
4. Loudhailer sirens will be sounded by the Office staff on the Basement and Ground floor and the Headteacher (or their Deputy) on the 1<sup>st</sup> and 2<sup>nd</sup> floor.
5. Office staff will inform all external children and staff to return to the school using the radio system. If it is not safe to return to the main building consideration should be given to the use of the container on the school field or the Pauline Wilson Building.
6. The school will go into Full lockdown immediately with all internal and external doors and windows being locked and wedged closed (Partial Lockdown may be implemented if subsequently deemed safe to do so).
7. Staff should take a register to ensure all children and staff are accounted for and report the results to the Office staff.
8. The Office staff will confirm the result to the Headteacher (or their Deputy).
9. Children and staff should stay in Full Lockdown until informed otherwise by the Headteacher (or their Deputy).

### **3. Communications**

Due to the dynamic nature of such incidents, it may be necessary to change the Lockdown situation. As the incident evolves you must be prepared to adapt the plan in response to the threat and it may be necessary to change from an invacuation to an evacuation.

Communications is key to success and safety. Once in lockdown communications will be maintained by the use of the internal telephone system and emails.

The Headteacher (or their Deputy) will maintain communications with the Emergency Services and follow their advice as appropriate.

When practicable communication with parents should be considered utilising Parentmail. Consult the Emergency Services where possible about the content of such messages.

## 4. Training

Regular Health and Safety training sessions take place. These are led by our Health and Safety Consultant and cover all aspects of Health and Safety. Additional experts are also invited in to advise on our own lockdown procedures.

### **Lockdown drills**

Lockdown practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

## Appendix 1 Partial Lockdown

**Partial Lockdown:** is where the threat is external to the school building and all children and staff are required to remain inside the school with all external doors and windows closed and locked. The school can continue its normal business withinside the school safe from external threats.

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 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.

### Immediate action

- All outside activity to cease immediately, pupils and staff must return to the main school building if safe to do so.
- At break times staff will be informed via the walkie talkie system.
- Staff and pupils should remain in the school building.
- All external doors and windows should be locked.
- No one should be allowed to enter the school building, except school staff and pupils..
- Free movement may be permitted within the school building dependent upon the nature of the threat.
- Teaching and work can continue as usual.
- A register to be taken of all pupils/staff and communicated to the School Office.
- Staff should await further instructions by the Headteacher (or their Deputy) / Emergency Services.

**NOTE:** 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.

## **Appendix 2 Full Lockdown**

**Full Lockdown:** is where the threat is inside the school and all children and staff are required to remain inside the school with all external doors and windows closed and locked, but additionally children and staff lock themselves in internal rooms. This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

Staff and pupils remain in Lockdown until it has been lifted by the Headteacher (or their Deputy) / Emergency services.

At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building - although staff should be mindful that the fire alarm may have been activated by the intruder.

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.

### **Immediate action**

- All pupils/staff stay in their classroom or move to the nearest classroom.
- Office staff should remain in their office.
- All internal and external doors and windows should be locked and wedged closed.
- Where possible close curtains, draw blinds so an intruder cannot see in.
- Where possible protect them from gunfire (bullets go through glass, brick, wood, and metal).
- Lights, smartboards, and computer monitors turned off.
- Sit quietly out of sight with Mobile phones turned off (or turned onto silent so they cannot give away your position).
- A register to be taken of all pupils/staff and communicated to the School Office.
- Staff should await further instructions by the Headteacher (or their Deputy) / Emergency services.