



# 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 confirmed or perceived risk of threat in or near the school, involving its staff, children, visitors, or property. Such situations may include:

- 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. (In this circumstance 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 to minimise possible ingress of pollutants).

## **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. Where the Head Teacher is not available their duties within this policy will be undertaken by the most Senior Leadership Team (SLT) member on site.

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.

## **3. Lockdown Process**

If a situation arises where an adult discovers possible danger, they must seek to remove children from the imminent threat and inform the Headteacher.

The Headteacher should confirm that a Full Lockdown is required.

### **Full Lockdown Process**

Full Lockdown is where the threat is such that all children and staff are required to remain inside the school with all external gates, doors and windows closed and locked. Children and staff lock themselves in internal rooms and hide from view if possible. The aim of a full lockdown is for the school and its rooms to appear empty.

1. The Headteacher will inform the Office staff to:
  - a. contact the relevant Emergency Services on the 999 system.
  - b. send a message to all staff via the telephone tannoy system announcing the school is in Full Lockdown.

- c. consider all staff and children who are outside of the school, in the Hall and Playground etc, and, using radios or mobile phones, instruct them to return to the school building, *if it is safe to do so*.  
If it is not safe to do so staff and children should lock themselves in the container on the school field or the Pauline Wilson Building.
2. All pupils/staff stay in their classroom or move to the nearest classroom.
3. Office staff should remain in their office.
4. The school will go into Full Lockdown immediately with all internal and external gates, doors and windows being locked and wedged closed.  
The site manager or the deputy site manager are responsible for locking all external doors. Teachers are responsible for locking internal doors and using the wedges.
5. Where possible close curtains, draw blinds so an intruder cannot see in.
6. Lights, smartboards, and computer monitors turned off.
7. Sit quietly out of sight with mobile phones turned off, unless needed for school communications in which case turn them to silent.
8. Staff should take a register to ensure all children and staff are accounted for and report the results to the office staff via email. Office staff should additionally consider other staff and pupils not onsite e.g., swimming lessons and any contractors using the Lockdown Register provided.
9. Office staff will confirm the result of the Register to the Headteacher.
10. No one should be allowed to enter the school building during a Lockdown.

**Children and staff should stay in Full Lockdown until informed otherwise by the Headteacher via the telephone tannoy.**

Where possible the Headteacher may then conduct a dynamic risk assessment and allow a **Partial Lockdown**. This is where the threat is deemed safe that all external gates, doors and windows remain locked, but the school can continue its normal business with children and staff moving freely within the school building.

### **Partial Lockdown Process**

1. The Headteacher will inform the Office staff to send a message to all staff via the telephone tannoy system announcing the school is in Partial Lockdown. Making it clear that no child or staff should exit the building, nor open any external, gates doors or windows.

2. Free movement may then be permitted within the school building.  
Teaching and work can continue as usual.
3. No one should be allowed to enter the school building during a Lockdown.

**Children and staff should stay in Partial Lockdown until informed otherwise by the telephone tannoy by the Headteacher.**

#### **4. 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 a Lockdown 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. Therefore, During the lockdown, staff will not make unnecessary calls to the Office as this could delay more important communication.

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.

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.

#### **5. 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.

## **6. 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.