



Oreston Community Academy 'Ready for Anything' Policy (Emergency Lockdown Procedures)

Lockdown Guidance and Procedures

All schools should consider the need for robust and tested lockdown procedures. Full lockdown and partial 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, pupils, parents or visitors.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. This may include where there is a need to restrict the movement of students around the school environment.

Upon hearing the alert for a lockdown the procedures for a full lockdown will be implemented (worst case scenario). As soon as possible, staff to be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required.

There are a wide variety of scenarios which may trigger a school's lock down procedures. Some examples may include:

- A reported incident, e.g. 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 cause risk to staff and pupils).
- A warning received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.).
- A major fire in the vicinity of the school.
- A dangerous animal roaming loose.

School Security

In developing a viable and robust lockdown procedure for Oreston Community Academy, we have in place a number of physical systems to improve security. These include:

- Perimeter fencing around the entire site making it difficult to access the playground when it is locked.
- All gates are locked and can only be unlocked by a security fob or by a member of staff remotely.
- Some internal doors are secured with a fob system which electronically secures the door, so there is no access beyond.
- All classroom doors can be locked quickly and efficiently from inside.
- There is an entry control points before visitors can access the school via the main entrance.

To ensure the school lockdown procedures are effective the school will:

- Conduct a number of table-top exercises with the senior management team to test the procedure against various scenarios.
- Rehearse lockdown arrangements with staff and pupils – done in a suitable way that does not upset the children i.e. with the use of a story 'dog in the playground'.
- Display lockdown drill information in every classroom alongside information relating to fire and evacuation drills.

School Lockdown Arrangements

The school has two levels of Lockdown – Partial and Full.

- **Partial Lockdown:** this may be as a result of a reported incident/civil disturbance in the local area 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. Partial lockdown is a precautionary measure which ensures that the school is in a state of readiness should a situation escalate, whilst enabling a degree of normality to continue.
- **Full Lockdown:** this signifies an immediate threat to the school and may be an escalation of a partial lockdown. There is no attempt to continue the normal business inside the school building and no movement around the school unless absolutely necessary and in response to changing circumstances.

Partial lockdown procedures:

Alerts to staff:

Once the Head teacher or Deputy Head teacher has decided to instigate a partial lockdown the office staff will:

1. Contact all classrooms and state 'partial lockdown' to the teacher in charge of the class at the time. The teacher must share this status with any other adult in the classroom e.g. teacher assistants. Office staff will share this contacting process between them. They will also call through to other non-year group linked spaces i.e. staff room, library and studio.
2. Contact WeST, Local Authority and Emergency services if necessary.
3. Send a short, internal email to all staff advising of the situation; all teachers during partial lockdown should be logged into teams, as this will be a discrete tool for circulating non-urgent information.

Immediate Actions

- All outside activity to cease immediately, pupils and staff return to the main building closing doors behind them.
- Headteacher or Deputy Headteacher will walk around the outside perimeter of the school and ensure that any staff and pupils working outside are alerted to the partial lockdown status.
- If it is break time, the school firstly decide if the instigation of partial lockdown can be delayed until the end of break; this will help to avoid confusion. However, if it must be instigated during break time, the 'wet play' procedure will be initiated as a prompt for pupils and staff to come inside; senior staff will move quickly through the playground instructing all staff and pupils to move indoors.
- All staff and pupils remain in the main building and all external doors and windows closed.
- Caretaker, if on site, Headteacher, Deputy Headteacher and Operations Manager will walk through the school and ensure that all external doors are closed and that the external classrooms are secure. All doors, once shut, cannot be opened from the outside.
- Free movement will be permitted within the building unless circumstances are such that this is not possible.
- 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 WeST, the Local Authority and Emergency Services and changing circumstances.
- Emergency Services will advise as to the best course of action in respect of the prevailing threat if deemed necessary to contact them.

Full Lockdown Procedures

Alerts to staff:

Once the Headteacher has decided to instigate a full lockdown:

1. Staff will be notified that a lock down procedure is to take place on hearing the sound of a high-pitched whistle 5 times. All staff members will have a whistle attached to their lanyard enabling any member of staff to sound the alarm.
2. The internal phone system and Microsoft Teams will be used by office staff if a call or email is received in school of a threat. Office staff should make calls to phones in first floor office area and Key Stage 2 corridor phone. Microsoft Teams will also be used to send a message to alert all staff members.
3. The internal phone system and Microsoft Teams will also be used by members of staff to inform office staff if a threat is observed at the rear of the school. Whistles will also be used in conjunctions with this.
4. Contact the Emergency Services, WeST and the Local Authority.

Immediate Actions:

- Office staff will ensure they are in a safe space which will allow for communication (*main front office, Operations Manager office*).
- All pupils and staff return immediately to their classrooms or, if there is a risk associated with accessing any particular classroom, go into a nearby room.
- Headteacher and identified staff will walk through the school and ensure that all external doors are closed. Most of the doors, once shut, cannot be opened from the outside. The main entrance to the school will also be locked to prevent access to the school.
- All classroom doors to be locked. Classroom windows will be closed/locked, blinds drawn and lights extinguished.
- Pupils will sit together in their space or carpet area, quietly and out of sight as much as possible.
- Teachers to do a head count of the pupils in their class and confirm through taking a register. Headteacher should be made aware of any pupil not accounted for; staff should not search for a missing pupil unless it is certain where the pupil is, the location is nearby and there is no apparent risk in that vicinity.
- Staff should avoid making unnecessary call to the office as this could delay more vital communication.
- School remains in full lockdown until it is lifted by a senior member of staff. The lifting of full lockdown – or the downgrading to partial lockdown – will be initially shared via telephone and then via the school email system – all staff to ensure that email accounts are open.
- At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building. All staff and pupils to make their way to the normal evacuation point.

Pupils Requiring Additional Support

Any child or member of staff requiring additional support will follow the information and guidance outlined in their EHCP, Personal Emergency Evacuation Plan, provision plan or wellbeing support plan. This information is stored and recorded in Edukey.

Communication between parents and school

- School lockdown procedures, especially arrangements for communication with parents, will be on the school website. Parents will be signposted to this information periodically in routine communication such as newsletters.
- In the event of a full lockdown, the incident or development will be communicated to parents as soon as is practicable. Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.
- The office staff, once secure themselves and all other procedure outlined above, will send a text message via the text system stating:

'The school has gone into full lockdown. This is because Every effort is being taken to keep the children safe. During this period, the telephone system and entrances will be unmanned, external doors locked and

nobody allowed in or out of the school. Do not contact the school as this will tie up emergency telephone communications. Do not come to the school as your child cannot be released to you. Wait for the school to contact you when it is safe to come and collect your children'

- 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.

Additional Safe Space

If a situation arises where children away from the school site e.g. on a walk in the local area or on the field behind the school, then we can use The Plymstock United Church on Plymstock Road as a space to move children to if it is not safe to re-enter the school building. There is a key safe at the Plymstock United Church and members of SLT will know the code for this to share with staff members accompanying the children to the church.

For all events that take place out of school, either a walkie talkie or the school mobile phone must be taken by the staff whilst off site.

Emergency lockdown drill report (**Appendix 1**) to be completed by a member of SLT after the drill. Comments and recommendations to be made so that monitoring of practices can take place. Staff to be debriefed so that improvements can be made.



Emergency Lockdown Drill Report

Date of the drill:	
Date of Report:	Completed by:
Was the alarm sounded?	
Which areas of the school were affected?	
Were these areas in lockdown mode?	
Did staff close all doors and blinds?	
Were the lights and IWBs turned off?	
Did staff email to office notifying them of occupants in the room?	
Did all individuals take cover away from sight?	
Did individuals on their own move to the nearest occupied space?	
Were all the communal areas locked and deemed secure?	
Comments and recommendations?	