

Brooklands Farm Primary School Lockdown Procedures

Here at Brooklands Farm Primary School we recognise a need for a robust and tested school lockdown procedure. 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. Lockdown procedures may be activated in response to any number of situations, but some more typical might be:

- 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)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

A lockdown can be instigated by any member of staff by calling reception and stating:

LOCKDOWN PROCEDURE REQUIRED

It is not possible to prescribe generic details of a school's lockdown plan as there are a number of variables that will dictate exactly how we at Brooklands Farm Primary School respond to those situations identified, for example:

- Access to school bell controls to raise an alarm in an emergency
- Other means of internal communications - two-way radio, mobile phone, internal email, google doc, texts etc
- School site plan: eg the layout of buildings and their proximity to one another
- Age of students
- Geographical location - urban/rural, presence of secure perimeter fence

Brooklands Farm Primary School have found it helpful to incorporate the following basic principles in their plans:

- Staff are alerted to the activation of the plan by a recognised signal by a senior leader or head of small school that is audible throughout the school

- Pupils who are outside of the school buildings are brought inside as quickly as possible and if appropriate pupils inside the building are taken outside as quickly as possible
- Those inside the school should remain inside their classrooms
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked)
- Once in a lockdown mode, staff should notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing)
- Staff should encourage the pupils to keep calm and run and hide if required
- As appropriate, Brooklands Farm will establish communication with the Emergency Services as soon as possible by reception staff in a calm manner
- Milton Keynes Council should be notified via the 'School Emergency' phone number
- If necessary, parents should be notified as soon as it is practicable to do so via Brooklands Farm established communication system. This will be by a senior leader only
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded and staff and pupils will make their way to the designated evacuation area
- Staff should then await further instructions

It is of vital importance that the Brooklands Farm lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity). Parents too should know that the school has a lockdown plan, and a copy will be placed on the school website.

It would be good practice to:

1. Conduct a number of tabletop exercises with the senior management team to test the procedures against various scenarios
2. Rehearse lockdown arrangements with all staff and pupils
3. Display lockdown drill information in every classroom alongside information relating to fire drills
4. Two members of staff at front of house for meet and greet daily. If a situation arises with a non staff member that cannot be de-escalated one member of staff will attempt to calm and de-escalate the situation whilst the other informs staff at the reception. If a person is in possession of a weapon no attempt should be made to relieve them of it. If you feel your safety is at risk, staff should take flight. If a person requires to be brought to reception this should be done by an outside path and not through the school.

Lockdown Arrangements

1 Partial Lockdown

Alert to staff: 'Partial lockdown'

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

Immediate action:

- All outside activity will cease immediately, pupil and staff return to the building.(There needs to be a means of communicating the alert to duty staff at break times)
- All staff and pupils remain in the building and external doors and windows locked
- Free movement may be permitted within the building dependant on circumstances

All situations are different. Once all staff and pupils are safe, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils by senior management only. 'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of a prevailing threat.

2 Full Lockdown

Alert to staff: 'Full lockdown'

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- All pupils return to base (classroom, tutor room or other agreed location eg sports/assembly/dining hall)
- External doors locked (where a member of staff with key is present). Windows locked, blinds drawn, pupils sit quietly out of sight (eg under desk or around a corner)
- Register taken - the office will contact each class in turn for an attendance report

Staff and pupils remain in lockdown until it has been lifted by a senior member of staff / emergency services. 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. They will not make unnecessary calls to the central office as this could delay more important communication.

There should be no calls made to persons outside of school staff and no comments made on any social media forum.

- A senior member of staff will make the decision on how to discreetly inform all members of staff who will be affected by lockdown.
- Staff not on the lockdown campus will continue as normal. If their assistance is required at the alternative campus this will be authorised by a senior member of staff. In this event they should attend with immediate effect.

Communication between parents and school

Brooklands Farm lockdown procedures, especially arrangements for communicating with parents, should be routinely shared with parents either by newsletter or via the school website. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as 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 and be aware the senior management are trained for Business Continuity Events and they will focus on communication for all parties involved.

- 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 needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger

The communication with parents as part of the plan needs to reassure parents that the school understands their concerns for their children's welfare and that everything that can possibly be done to ensure their children's safety will be done. However, ***it may also be prudent to reinforce the message '....the school is in a full lockdown situation. During this period the reception and entrances will be un-manned, external gates and doors locked and nobody allowed in or out...'***

Emergency Services

It is important to keep lines of communication open with the Emergency Service as they are best placed to offer advice as the 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 lock down. Emergency Services will support the decision of the Head Teacher regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Milton Keynes Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for family and friend outside the cordoned area.

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