

**EDWARD PEAKE
C of E (VC) SCHOOL**



Lockdown Policy

2024-2025

Section 1: Introduction and Context

This Policy is intended to ensure that pupils, staff and visitors are safe in situations where there is a hazard on the school grounds or outside the school that requires stakeholders to be locked within buildings for their own safety.

This Policy applies to employees, volunteers, parents/carers, pupils, and people visiting the school site. It covers the procedures and personnel responsibilities when the school is required to go into lockdown.

Section 2: Knowledge and information

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 students and staff.

The Lockdown Policy applies when students and staff need to be locked within buildings for their own safety. Lockdown procedures may be activated in response to any number of situations, but some of the more typical ones might be:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community
- A dangerous individual in the locality
- An intruder on the school site with the potential to pose a risk to students, staff and visitors
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose
- Serious accident on-site requiring good access for Emergency Services

At no time will staff attempt to physically remove an unwanted visitor. Staff will follow the directives of Police as instructed or requested.

Section 3: Testing of the policy

The Headteacher or another member of senior staff designated by the Headteacher, will schedule at least three practice lock-down drills per year and will be responsible for ensuring all staff members are clear about the procedure before the practice drill takes place.

Section 4: Communication with Parents and Carers

Instructions for parents in the event of a lockdown:

- Parents will be informed if the school goes into a lockdown by text message and notification on the school website.
- Parents should not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services.
- Parents should not discuss the event on social media, as this may spread false information and create panic.
- Pupils will be instructed not to use mobile phones during a lockdown, so parents should not be alarmed if their child does not answer their phone
- Parents and carers will receive the following message.

“The school is in a full lockdown situation. During this period the switchboard and entrances will not be staffed, external doors locked and nobody will be allowed in or out. Further information will be sent to all parents and carers by the school office.”

- Our lockdown procedure is as follows:
- Pupils will be alerted to a lockdown by the lockdown alert.
- If pupils are already in a lesson, then they remain in the room
- If pupils are between lessons, students should move directly to their next lesson.
- Arrangements have been made for pupils during break and lunchtimes.
- The class teacher will register the students to ensure that all are accounted for.
- Classroom doors will be locked from the inside and students moved away from windows and doors.
- Blinds to exterior windows will be drawn.
- Mobile phones should be switched off.
- Pupils are encouraged to keep silent, remain calm and avoid using mobile phones.
- The emergency services will be called.

Staff, pupils and visitors remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services. At any point during the lockdown, the situation may change and escalate resulting in the need for emergency evacuation procedures to be implemented.

Remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.

Follow the CLOSE Procedure

- **Close** all windows and doors
- **Lock** up
- **Out of sight** and minimise movement
- **Stay silent** and avoid drawing any attention
- **Endure**. Be aware that you may be in Lockdown for some time.

During and following a Lockdown, the use of Social Network sites (e.g. Facebook and Twitter) during the school day is strictly prohibited until the Headteacher informs staff differently.

Section 5: Lockdown incidents during trips and visits.

If a lockdown situation occurs when a group of staff and pupils is away from the school (e.g. on an educational visit) then the trip leader will be contacted by the Headteacher or another member of school staff designated by the Headteacher to explain the situation and if necessary, delay the return to the school until the situation has been resolved.

The school will always carry out a risk assessment before such visits and will consider what would happen if an emergency arose that was out of the control of the staff who are supervising the pupils on the trip. Appropriate guidance will be given to pupils before the trip and will be reinforced during the trip itself.

Parents and carers will also be provided with information about the procedures that will be followed. It is almost impossible to predict the circumstances where an emergency situation might arise in a way that specific planning can be undertaken.

As a minimum, it will be prudent to show pupils an emergency meeting point if the party gets separated and remind them to follow instructions from the Emergency Services. If the trip involves staying in a hotel or hostel the staff leading the trip should identify areas of the building where

they are most likely to be able to protect the safety of the pupils in their care. Staff will follow the instructions of the emergency services and local authorities if a lockdown situation arises.

Section 6: Post incident support and review

The school will use the DfE post incident review paperwork which will allow us to ensure staff, pupils and families receive ongoing support after a critical incident on the school grounds.

Section 7: Monitoring arrangements

This policy will be monitored by the Senior Leadership Team and reviewed annually in line with government guidelines.

Date adopted: November 2024

Review date: November 2025