



# EASTINGTON PRIMARY SCHOOL



# EMERGENCY LOCKDOWN POLICY

Reviewed February 2020

Reviewed every 3 years

# Eastington Primary School



## EMERGENCY LOCKDOWN POLICY

### Statement/parents information

The safety of everyone in the school is given the highest priority.

There are some occasions when it may be necessary to keep the children inside the school buildings for their safety. Examples range from a dangerous animal, an adult acting in a potentially threatening way in the school grounds to sheltering from the fumes given off by a hazardous material spilt during an incident on one of the roads/motorway near the school. This policy outlines our approach. We recognise a policy or set procedure cannot cover every eventuality and staff will need to make decisions based on their assessment of the situation which may alter from those outlined here – however, having a plan and procedure will help. All staff at Eastington are committed to keeping children and adults safe.

Depending on the type and severity of the incident, you may be asked NOT to collect your children from school as you may put yourself and your children at risk. You may not be able to contact the school by telephone as we will be using this to contact the authorities.

As a result of an incident your children may have been moved from their normal classroom to another different place within the school, perhaps from the temporary classroom (5) to the main building or from the school house to the main hall or vice-versa, so please, do not be unduly worried if they are not in their normal room.

All children will be supervised and communication with parents and carers will be re established once the incident has been dealt with or advice has been gained from the appropriate authorities/emergency services. We will use the school snow line, text/e-mail service to parents or share information on the school website to share relevant information when the situation at school has been controlled.

Thank you.

# EMERGENCY LOCKDOWN PROCEDURES

## Possible reasons:

Extreme weather, toxic spills on roads/motorway (M5) near school site, livestock/dangerous dog on the loose, unknown/known person roaming site who is perceived a threat etc.

The Head teacher, SLT or most senior staff member on the premises is to control the lockdown.

## Preparation

- All staff are to carry their allocated fob for the external doors and plastic alarm key.
- All staff to ensure external doors are shut after moving through them.
- Admin officer to shut external door by main pupil entrance by the sports hall corridor & library door when locking the external door – usually at 9.00.
- C5 TA to shut external door by main pupil entrance by the sports hall corridor & library door after children have entered the main building after break time. (If C5 TA is out of school she will inform Admin Officer).
- C5 TA to shut external door by main pupil entrance by the sports hall corridor & library door after children have entered the main building after lunch time.
- Class 5 teacher/TA to ensure door closed after children have entered their room after break/lunch.
- Class 5 teacher/TA to have mobile phones in C5. C5 TA to leave her mobile in classroom cupboard for use if needed.
- All staff know the lockable spaces where windows can be covered easily in case a specific individual in school is being targeted/needs to be moved: the ICT suite, disabled & upstairs toilet and head teacher's office.
- No child should be left alone in a space and ideally an additional adult should be in a locked space to support calmness and child protection.
- Medication e.g. Epi Pens, Asthma Medication etc. are held in the classroom of the pupil.

## In the event of a lockdown...

- A staff member who identifies the concerning/threatening issue is to inform the Admin Officer/Headteacher/SLT immediately so the lockdown alarm can be triggered. This alarm is an intermittent siren and the trigger switch is in the administrator's office. In the case of an obvious threat, any staff member can trigger the lockdown alarm.
- The Admin Officer/Headteacher/SLT will **telephone the POLICE: 999**; or other emergency service if required. No other phone calls are to be made and main school line to remain clear for emergency contact.

The Admin Officer/Headteacher/SLT will give registers to class teachers if safe to do so without exiting the building.

- All children and staff will follow the lockdown procedures outlined below:
  - On hearing the alarm, all staff and children are to remain inside. Any groups/classes in other areas such as the hall/kitchen are to return to class bases if safe to do so without leaving the building.

- Any groups/children/staff outside the main building are to proceed indoors.
  - Lock all doors, windows to classrooms and close blinds/curtains if in place. (Consider using sugar paper/tape to cover glass doors/windows if helpful.)
  - Staff to ensure all pupils present. Registers will be brought to teachers if safe to do so.
  - Class 5: stay in class unless otherwise instructed to join the main building area. (If necessary, contact will be made by mobile phone to/from the C5 staff.)
  - Staff to keep all children inside and remain as calm and reassuring as possible.
  - Depending on the risk, staff may ask children to hide under tables and cover their heads with their arms.
  - Children must be supervised. A staff member must remain in each room with children
  - All staff have identified lockable spaces where windows can be covered easily in case a specific individual in school is being targeted: the ICT suite, disable & upstairs toilet and head teacher's office. A pupil/adult could be moved to one of these areas if needed and it is safe to do so.
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- At break/lunch teachers/TAs might be in the staff room. If safe, staff will make their way to their classrooms via the front entrance or library to C4 exits to support safe supervision of children – dependant on the threat/advice from Headteacher/SLT.
  - At lunch time, if the lockdown alarm sounds children will line up and quickly lead into school. The outside midday supervisor (usually JY, but occasionally JW) will open Class 5 for children, check the door is activated and stay with the children in Class 5. The indoor midday supervisors (usually JW/DR) will ensure the external door by main pupil entrance by the sports hall is activated after the children have entered the building. Class 1, 2, 3 and 4 will congregate in the hall and supervised by JW/DR in the hall until a teacher is available. When teachers arrive they will take children to their classrooms if safe to do so.
  - At break, if the lockdown alarm sounds children will line up quickly and lead in immediately. The duty TA will open Class 5, check the door is activated after the children have entered and stay with the children in Class 5. The duty teacher will ensure the external door by main pupil entrance by the sports hall is activated. Class 1, 2, 3 and 4 will congregate in the hall and be supervised by the duty teacher in the hall until a teacher is available. When teachers arrive they will take children to their classrooms if safe to do so.
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- Staff to follow directions given from the lead officer from emergency services, Headteacher, SLT teacher in control at the time.
  - An "All Clear" announcement will end the lockdown. All areas checked and cleared by Headteacher, senior controlling staff member in control at the time after "All Clear".
  - The admin officer/Headteacher/SLT will notify Local Authority (Glos. Shire Hall 01452 425000)
  - Headteacher, senior controlling staff member in control at the time to notify parents and carers via website/text/email/letter etc.

**It is critical for adults to be as calm as possible through the process of lockdown and reassure children at all stages to reduce stress where possible.**

**STAY SAFE FEEL SAFE STAY SAFE FEEL SAFE STAY SAFE FEEL SAFE STAY SAFE**