



## **Name of Policy - Critical Incidents & Lockdown/Evacuation**

This policy has been written specifically for Hindsford CE School and covers risks and eventualities that may well be experienced in the local area or within school.

This document can be read in conjunction with Wigan Councils Critical Incidents.

### **Aims**

The aim of this policy is to ensure that all staff and governors are equipped with a full and concise working document to deal with any crisis that affects the school, its staff or pupils. These incidents may range from a flooded classroom, a water leak, loss of computer data to the death of a pupil or member of staff, tragic accident during a school trip or off visit site.

All senior members of staff and governors must be clear about their responsibilities and duties at such a time and should be clear on the procedures to follow in response to such incidents. eg. The school may need to go on lockdown or be evacuated - see appendix 1 on Lockdown/Evacuation.

Staff and Governors also to be aware of who to contact in the case of an emergency.

Headteacher - Mrs Elaine Holden

Deputy Headteacher - Miss Rebecca Dempsey

School Business Manager - Mrs Janet Mitchell

Sitemanager - Mrs Linda Cocklin-Mulcahy

Caretaker - Mr Tony Kelly

Chair of Governors - Mr Andrew Morris

## **Intruders on School Premises**

The school has always maintained an 'Open Door' policy for parents/carers and visitors but this must be balanced against the likelihood of serious threats to staff and pupils in school. These threats may take the form of:

- Theft of equipment and/or personal belongings of either staff or pupil
- Vandalism of equipment and/or premises
- Violent pupils threatening either fellow pupils and/or staff
- Violent parents threatening either pupils and/or staff
- Unknown intruder threatening either pupils and/or staff

### **Visitors**

All visitors are requested to enter school via the main entrance, sign in and wear a visitors badge. This process also ensures visitors safety if a fire evacuation or drill should take place during their visit. Visitors should be escorted to their destination and introduced to the relevant member of staff in that area. All staff should feel confident in issuing a polite challenge to any visitors - 'Can I help you?' or 'Are you lost?' will cover most situations. If any member of staff or pupil feels uneasy about the presence of behaviour of any visitor they should report their concerns or threats should follow the procedures below.

### **Assess the Risk**

Try to categorise the intruder and the degree and type of threat posed. Any knowledge of the intruder, their motivation or background, will be of help for the school and possibly the emergency services should they be involved.

- Walk in opportunist thief
- Former pupils
- Parents
- Non-custodial parent seeking access to children or seeking to remove children from school
- Armed intruder
- Unknown quantity

Look out for people who are not staff but appear to have authority to be there. Wearing a suit, carrying a clipboard or wearing overalls are all good cover for a sneak thief.

## Challenging the Intruder

- Do not stand too close or invade personal space, this could trigger violent confrontation
- Avoid an aggressive stance such as finger wagging or folded arms
- Be polite. Stay calm. Speak gently, slowly and clearly
- Explain your authority to challenge them if it is questioned
- Always tell another person when you are going to speak to possible intruders
- Avoid arguments
- Never place your hand on a potentially aggressive intruder
- Do not turn your back, and if you leave the room, do so backwards
- Try to leave yourself an escape route which you have planned on entry to the area
- Be on the lookout for weapons
- If there is more than one intruder, do not confront them on your own, seek support first or enlist the help of the police

## Contacting the Emergency Services

Whilst we have a good working relationship with the local police the emergency number should always be used in the following circumstances

- There is any danger to life
- Actual or expected threat of violence
- Threat of damage to property
- A crime is in progress
- A further crime may occur
- There is any other incident which in your judgement requires an immediate response

## Emergency Communication

In order to reach a decision on how to deal with an intruder, you may need to contact another member of staff quickly without the intruder knowing your intention. You may also need a way of summoning help, such as calling the police. The following coded message should be used for the those circumstances

- Sending a pupil with a message/emergency code to the Headteachers office or main office where those staff will be alerted to the need for assistance in the classroom concerned. The emergency code will be:

**KIWI**

## **During the Event**

If there is any question of a risk to pupils and/or staff, evacuate the school using normal fire evacuation procedures. There may be situations where evacuations would increase the risk or exacerbate a sensitive situation. Circumstances will dictate the action to be taken and either the Headteacher or individual members of staff will have to take the responsibility of making a judgement as to the right course of action. (Children may be evacuated as if it is an extra playtime.)

Nobody should attempt or feel that they are expected to 'have a go' if there is any question of their being at risk of injury as a result. If there is a risk of equipment being stolen it is better to lose such equipment rather than risk a violent incident. Similarly, if there is a risk of assault, an intruder could claim you used unreasonable or unjustified force on them.

Avoid direct confrontation until the police arrive. Where staff or pupils are not in immediate danger from an intruder, try to keep track of their movements and inform the police of their whereabouts when they arrive.

In the case of attempted abduction or direct physical threat to a pupil you will be required to make an immediate judgement. Consider

- Will the victim be in greater danger or lesser danger if the intruder is confronted
- Is it possible to speak and reason with the intruder?
- Is the intruder known to you and the pupil?
- Do you have any knowledge of the victim or intruder that may assist your judgement?

It is not reasonable to suggest that the Headteacher or other staff can do more than follow their own assessment of the situation and act accordingly. The only principles which must be followed are to take the course of action which you believe presents the least risk to the child and school staff and summon the police as soon as possible.

## **After the Event**

Any violent event that takes place in a school must be reported in accordance with the Health & Safety policy. Any incident must be reported to Mike McCarthy, Progress House, Westwood Park Drive, WN3 4HH.

It is possible that staff or pupils may be traumatised by intruder incidents, even if they do not display immediate signs of trauma or disturbance. It may be appropriate to arrange counselling. There may also be an ongoing need for psychological support and guidance to help the school community come to terms with the incident. For information and advice for ongoing support, contact the psychology team.

If the intruder has left the premises and may pose a threat to other schools, contact should be made with local schools via e mail.

It may be appropriate for the Headteacher to brief officers from the Children's Services Directorate about the incident, particularly if there is media interest. No other member of staff should do this.

### **Trespass, Nuisance or Disturbance on School Premises**

Although trespass is not a criminal offence, a Headteacher may order any unwelcome or unauthorised visitors off the school premises. The right is extended by Section 547 of the Education Act 1996. Section 547 makes it a criminal offence if a person who is present on educational premises without lawful authority, causes or permits nuisance or disturbance to the annoyance of persons who lawfully use those premises. It applies whether or not the lawful users are present at the time and to all school buildings, playgrounds, playing fields and other areas for outdoor recreation.

The penalty for a person convicted of the offence is a fine of up to £500.

### **Exercise of Section 547 & Police Involvement**

The Headteacher can ask any unauthorised persons to leave, but only a Police Officer can remove a person from the school premises provided they have reasonable cause to suspect that the person is committing or has committed an offence under Section 547.

On no account should staff attempt to remove physically from the premises a person who may be committing an offence. If a person does not comply with an instruction to leave the premises, or if in the view of the authorised person and instruction or confrontation might inflame the situation and put them or others at risk then police assistance should be summoned by dialling 999.

Problems not requiring an immediate response should be dealt with by contacting the local police station on 0161 856 7329. If there is prior knowledge of the likelihood of trouble on educational premises, the police should be contacted in advance using the above telephone number. If there is any question of immediate risk to staff, pupils or other damage to property, a 999 call should be made.

### **Less Serious Cases**

In less serious cases of nuisance or disturbance (eg. Persons allowing dogs to foul playing fields, parents persistently smoking on school premises, etc), the following steps should be taken by the authorised members of staff.

- Warn the person concerned of the sanctions that Section 547 provides. Ask the person to refrain from committing an offence and/or ask them to leave the premises. Ask them for their name and address.
- In cases of persistent offences or if the offender takes no notice of a warning given as above, inform the offender that he/she may be prosecuted, ask for offenders name and address, make a written report of the incident immediately after and in as much detail as possible, including any remarks made by the offender. Take a separate statement from any witnesses to the incident.

### **Offensive Weapons Act 1996**

Section 139A of the Offensive Weapons Act came into force on 1<sup>st</sup> September 1996. This makes it offence to carry an article with a blade or point, or an offensive weapon, on school premises. Conviction can result in a fine, imprisonment or both.

If someone is carrying such an item for good reason or with lawful authority such use is permissible and in the unlikely event of them being charged in such circumstances, they have a defence.

- Use at work
- Educational purposes
- Religious reasons
- As part of a nation costume

Section 139A also provides a police officer with the power to enter school premises and search for articles if there are reasonable grounds for suspecting those articles to be present.

### **Keeping Staff Safe**

#### **Be Aware of Your Own Behaviour**

Violent confrontation may occur as a result of inappropriate behaviour by school staff. Whilst there is no excuse for violence all staff should ensure that their own behaviour is assertive but controlled and reasonable.

#### **Be Prepared**

Staff may know in advance that a meeting is likely to be difficult and that certain parents are prone to over-react, or that they will strongly disagree with a school action or decision. If staff think that these circumstances may apply, they must seek the advice of either the Headteacher or Senior Leader and ensure that a colleague is present throughout any such meeting.

## **Drink, Drugs and Stress**

If it is apparent that someone you are meeting has been drinking, or if there is suspicion that they may be under the influence of drugs, all staff should be very cautious. If it is possible to withdraw from the situation to enlist assistance then do so. People suffering from stress or over tiredness may also be more prone to commit acts of violence.

## **Be Aware of Your Surroundings**

Ensure you are aware of the following

- If in an office or classroom, how could you get help if it was needed?
- Do you have an escape route?
- Always position yourself between the person you are meeting and the door
- Do not turn your back, and if leaving the room do so backwards
- If possible remain behind a barrier such as a desk
- Is there another member of staff within earshot?
- Avoid potentially dangerous locations such as top of stairs, restricted spaces and areas where there is equipment which could be used as a weapon

## **Try to Remain Calm**

In a confrontational situation, try to persuade the aggressor to back down or compromise and always

- Keep calm, speaking gently, slowly and clearly
- Do not argue or show aggression in response to aggression
- Do not invade personal space by standing too close
- Avoid wagging your finger or folding your arms
- Never place your hand on an aggressive person
- Be aware of the person's movements and body actions which might signal that it is time to withdraw from the situation/seek help

## **Staff Working Alone**

If a member of staff is working outside school hours or is working alone they should

- Consider whether it is really necessary to work alone
- Ensure that the building is secure and that no other person can enter without their knowledge
- Notify someone of their whereabouts and agree with them a system of checking on their safety at regular intervals
- Consider how they would summon help and who they would contact
- Consider the use of personal alarms and mobile telephones

## **Fight or Flight?**

If the options in a violent situation are to fight or move away, then move away. Exceptions might be where there is a direct threat to a pupil or pupils, or the violence is offered by a pupil who may injure themselves. Although each situation will be unique and will require unique judgement, staff should discuss possible reactions to such situations.

## **Assaults on School Staff**

Staff should bear in mind the following key points

- Violence does not only include physical assault but also distressing or intimidating verbal aggressions. Incidents arising from racial, sexual or religious harassment are included. Intimidating behaviour can also include malicious damage to property, rude gestures and innuendos.
- All violent incidents, including threat and abuse from whatever source (eg. Intruders, parents, other employees, pupils, etc) must be recorded and reported to Wigan
- People will have differing reactions to violence, threats and abuse and differing perceptions of what constitutes such behaviour. All staff should bear in mind that what might seem trivial to one person may cause another substantial distress
- Report any violent incident to the Headteacher as soon as possible however minor it might seem
- Staff present at a violent incident should act to prevent further violence but must be mindful of the potential risk to themselves. If possible, try to remove the assailant from the scene or move the assaulted person to a safe place.
- The Headteacher should interview the victim and any witnesses as soon as possible and obtain written statements. If the police have been involved, no investigation or interviews should be undertaken prior to their arrival
- Requests by the employee for legal advice should be referred to the Legal Team immediately
- If an employee is injured they should obtain a medical statement about their injuries
- Any serious assault should normally be reported to the police but Headteachers should be mindful of the wishes of the employee

## Premises Emergencies & Adverse Weather Conditions

Premises emergencies may come under a number of areas

1. Fire
2. Damage to buildings
3. Loss of power and/or heating
4. Loss of water and/or drainage
5. Computer failure
6. Adverse weather conditions

All decisions to close the school premises must be made by a member of the SLT and for whatever reason should be notified to the LA for initial approval. Wherever possible information relating to the closure should be recorded on the school's answer phone system, a message via Dojo will be sent out, information will also be placed on the school website and on Facebook. Remember to change the message when necessary.

The aim of this plan is to minimise delay in returning to normal thus enabling the school to continue to deliver the service it provides with as little disruption as possible.

The first response following a crisis might be to draw a quorum of SLT together to decide on immediate courses of action necessary to ensure the safety of staff and pupils where appropriate, and property including buildings and office equipment which might be salvageable. Where the crisis involves damage to property, the Schools' Insurance Company must be informed immediately and certainly prior to any attempt to salvage the situation begins.

Additional duties and responsibilities may need to be undertaken by some members of staff in times of crisis in order that a return to normal state of working may be expedited for the school as a whole. The school must accept that in order to continue to work as a team, it may be necessary to work in an environment that is unfamiliar and possibly inconvenient from a communications point of view as there are few sites nearby which accommodate all staff and pupils. The length of time in achieving this will be determined by the extent of the damage to the building.

It is an advantage for the purpose of this plan to have some current knowledge on the availability of other suitable accommodation or at least the details of a number of estate agents so that alternative accommodation can be quickly arranged.

## Action Check List:

### 1. Establish Extent of Damage:

- Accommodation
- Documentation
- ICT
- Staff injuries

### 2. Accommodation:

- Not ascertainable but beyond day 1
- Likely to be less than 5 days
- More than 5 days but not total
- Total loss

### 3. Fireproof Filing Cabinets/ICT Back Up

- List of locations
- List of contents
- Recovery procedures -  
Computers (ultimately to match current inventory)  
Internet access  
Printers (ultimately to match current inventory)  
Photocopier  
Paper, envelopes, exercise books  
Desks and chairs  
Filing cupboards

## Evacuation

The SBM will collect the registers from the front of school. Staff should then collect these and return them to the SBM once the register has been taken. Any pupils unaccounted for must be reported to the Headteacher or Deputy Headteacher. All visitors in school must be accounted for by the SBM.

The class teacher is responsible for:

- Assisting the orderly evacuation of pupils
- Collecting register from the SBM
- Accounting for pupils by taking the register
- Reporting any pupil who is unaccounted for to a member of SLT
- Returning register to the SBM
- Maintaining good order of pupils at the assembly points

## **Loss of Power and/or Heating**

The effects of loss of power to the school will depend much on the time of year. The summer months should not provide too much of a problem but the lack of electricity/gas during the winter months could mean the school becomes too dark and cold for staff or pupils to work properly. In addition, loss of power will inevitably disrupt the ability to prepare meals where the school has a production kitchen.

- All senior staff must be aware of and have access to, the location of the main gas supply cut-off and the whereabouts of the main electrical switch box
- It is the Headteacher's (or Deputy Headteacher in her absence) responsibility to make the decision about whether the pupils need to be sent home. The SBM will then contact the parents/carers
- The Headteacher/SBM should make every effort to report the loss of power to the electricity board or NPS as appropriate
- Early communication as soon as possible for the catering provider

## **Loss of Water and/or Drainage**

The loss of water to school premises can pose serious Health & Safety problems including the inability to flush toilets and wash hands for both pupils and staff, as well as the lack of water for any food preparation activities.

- All senior staff must be aware of, and have access to, the mains water cut off tap.
- The Headteacher and/or SBM/Sitemanager should firstly try to establish the reason for lack of water or drainage eg. Check for burst water pipes, overflowing drains
- If a water leak is established United Utilities should be contacted immediately
- The Headteacher is responsible for making any necessary decision about vacation the school premises and whether that action is necessary

## **Adverse Weather Conditions**

### **The Position of Staff**

In adverse weather conditions staff are expected to make all reasonable efforts to get to school, even if their arrival is delayed.

Even if the school is wholly or partly closed to pupils, staff are expected to report to work and undertake appropriate preparation or other duties as directed by the Headteacher. SLT will make any decisions regarding closure.

## Death of Pupil or Staff Member

- The LA, the Health & Safety Team should be informed of the incident as soon as possible. Assistance for the school can then be given
- It is the responsibility of the police to advise the parents, or next of kin of the staff member, of the tragedy
- SLT should ensure that all staff members (this must include those who may be off sick and regular supply/volunteers) and governors are made aware as quickly as possible of the situation
- The LA press office should be informed. They will be able to assist in devising an initial press statement
- All staff should be asked to respect the need for all communications with local community, parents, media etc to be only done through SLT
- The SLT should make sure that the Educational Psychologist is informed
- The SLT should make arrangements to close the school if necessary (although as far as possible, normal practice should continue) and ensure that the Health & Safety Team are notified
- The SLT should make arrangements to write a letter home to parents as soon as possible giving as much information as is felt appropriate

## Tragedy During a School Trip

- The LA, via the Health & Safety Team should be informed of the incident as soon as possible. Assistance for the school can then be given
- The Headteacher should ensure that at least one telephone line is available for use only by the LA staff and to ensure other emergency contact with the school. A mobile can be used for this purpose
- The leader of the trip should ensure that a senior member of the SLT is informed of the tragedy and the SLT will make the necessary arrangements to inform the LA and other parents. Parents should only be informed once the police have given the authority to do so
- A member of the SLT should, if at all possible, travel to join the trip participants. It may be necessary to take other members of staff or governors depending on the number of pupils on the trip to support both staff members and pupils
- The leader of the trip, or nominated person, should ensure that they are able to keep telephone communication open with senior members of the SLT at all times
- The police will advise the relevant parents, or next of kin of staff member, of the tragedy. Once this has happened the police will give authority for the school to inform others
- The SLT should ensure that all staff members and governors are made aware as quickly as possible of the situation

- All staff should be asked to respect the need for all communications with local community, parents, media etc to be only done through SLT
- The SLT should make sure that the Educational Psychologist is informed
- The SLT should make arrangements to close the school if necessary (although as far as possible, normal practice should continue) and ensure that the Health & Safety Team are notified
- The SLT should make arrangements to write a letter home to parents as soon as possible giving as much information as is felt appropriate

## **Infectious Diseases in Schools**

Cases of infectious diseases may occur from time to time in schools or nurseries. Their importance depends on several factors

- The severity of the disease
- The number of children affected
- The mode of transmission
- The amount of fear they generate
- Whether any specific action is necessary to stop further cases (eg. immunisation, improving food handling practices, etc)

### **How do we know there might be an outbreak?**

There are several ways in which schools and nurseries may become aware that they may have a case of infectious disease

- Children may be ill
- There may be sudden increase in the number of absentees
- Parents may advise the nursery or school that their children are suffering from an infectious disease

### **What should the Headteacher do?**

If a member of staff thinks that there may be a case he or she should refer to the document in the office on Infectious Diseases. If this does not answer the particular query the then contact Mike McCarthy for further advice. In addition the school could also discuss the matter with the school nurse. It is helpful for the initial assessment of the situation if a member of staff can find out:

- How many children are ill
- How the illness is presented
- When did each child fall ill

If there is an outbreak (ie; more than 3 cases of the same illness), the school should contact the Health & Safety Team to discuss management issues (eg. Personnel, admission, exclusion, catering, cleaning)

### **Role of the Environmental Health**

If an outbreak of food poisoning is suspected, the District Council Environmental Health Department will be asked to investigate. Environmental Health may also assist in the assessment and control of outbreaks of diarrhoea and/or vomiting not thought to be due to poisoning (eg. Dysentery)

### **Other Action**

For certain infectious diseases (eg. Some cases of meningitis) it may be necessary for letters to be sent home with all the children in a class or in the school. Arrangements for this will be made through the Headteacher/SBM

### **Cleaning in Outbreaks**

Providing there are proper cleaning schedules in place, additional routine cleaning is not generally required in outbreaks. If the environmental Health Department consider there is a need for extra cleaning this will be discussed. This might particularly be the case if children or staff have had severe diarrhoea or vomiting on the premises.

### **Care of Play Equipment**

The following are suggested guidelines in relation to play equipment in the school area.

#### **Soft Toys**

- Soft toys have been implicated in incidents of cross infection and therefore use of toys should be discouraged
- Soft toys should not be for display purposes as they can harbour dust and be a source of infection
- If soft toys are in use they should be washed on a regular basis, this should be done by using at least a 40 degree cycle with a recommended soap powder, and drying thoroughly afterwards

#### **Plastic/Wooden toys**

- Wooden toys have been implicated in incidents of cross infection and therefore wooden toys should be discouraged
- Toys should be inspected on a daily basis for cleanliness
- Clean with hot soapy water and dry thoroughly
- Discard if broken or damaged

## Electrical/Mechanical Toys

- Must be surfaced wiped with a damp cloth that has been rinsed with hot water and detergent. For safety purposes, make sure that the electric source is switched off before cleaning

## Books

- Inspect weekly and wipe surfaces. Books must be inspected for signs of dampness or mildew and discarded if necessary
- Books that are soiled must be discarded. If they become contaminated with blood or bodily fluids they must be discarded

## Toy Boxes

- Empty and clean regularly with hot water and detergent

Infectious diseases are common among children and schools often present ideal situations for disease to spread. Many diseases are so trivial that excluding a child from education cannot be justified. For some other infections, the organisms that cause disease are commonly found among apparently healthy people and this will influence the advice on whether it is appropriate to exclude children.

## Exclusions from School

There are some general rules about excluding from school

- Children who are not well should not be at school if they are not infectious
- Children with diarrhoea should not be in school unless the diarrhoea is known to be non-infectious (Coeliac Disease). This rule applies to staff, including catering staff. In individual cases, children must not return to school until 24/48 after their last bout of sickness/diarrhoea
- Some children may have other illnesses which affect their immunity (Leukaemia, HIV). The parents of these children should be warned if there are known to be cases of infectious diseases in school, especially if children are off school with chickenpox, shingles or measles



## Appendix 1 - Lockdown/Evacuation

As part of our Health & Safety procedures school has a procedure for Lockdown/Evacuation.

On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there is serious risk to the premises due to; bomb scare, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons.

### NaCTSO (National Counter Terrorism Security Office)

In January 2016 NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.

#### **Bomb Threats: Procedures for handling bomb threats**

Most bomb threats either to do with school or the surrounding area are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and no matter how ridiculous or unconvincing must be reported to the police.

Be alert, but not alarmed!

On receipt of a bomb threat - dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

## **NOTIFICATION OF LOCKDOWN**

- **Staff will be notified that lockdown procedures are about to take place on hearing the sound of one long blast on the whistle.**  
**In addition -**
- **Staff will also be notified by the statement "Attention Lock Down" being called out.**

## Procedures for Lockdown – Follow the **CLOSE** procedure

**C**lose all the windows and doors, shut all the blinds

**L**ock all doors by turning the white catch on inside of the external door

**O**ut of sight and minimise movement (children to go under the tables)

**S**tay silent and avoid drawing attention

**E**ndure, be aware that you may be in lockdown for some time

1. The above signals will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms, offices, connecting doors/shutters where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and staff will ensure the windows and doors are closed/locked and blinds closed where possible and children are positioned away from sightlines from external windows/doors. Lights, smart boards and computer monitors are to be turned off.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and teacher. (this includes children using the toilets when the whistle is blown)
4. If practical staff should notify the Headteacher, Deputy Head or SBM that those children in their class are not accounted for. If practical a member of staff should notify the Headteacher, Deputy Head or SBM that they have children from another class in their room. The HT/DHT/SBM, if practical, may go to each class to ensure all children are accounted for.

### **NO ONE SHOULD MOVE AROUND THE SCHOOL**

1. Staff are to support the children by keeping them calm and quiet
2. Staff are to remain in the lockdown positions until informed by a member of SLT that there is an all clear
3. As soon as possible after the lockdown teachers and children should return to their own classrooms and take the register and notify the SBM if there are any children unaccounted for

### **Staff Roles**

- Headteacher to make sure her office door is closed and go to the main office
- SBM to make sure that main front door is locked and close office blinds
- Deputy Headteacher to check hall windows and doors are closed and then go to main office
- Individual teachers to make sure that their classroom doors are locked with white catch and windows are shut
- If kitchen staff are still on site they must ensure that their doors and windows are locked, once kitchen staff have left site these areas are already locked

## **Individual staff cannot sign out or leave the premises during lockdown.**

### **Communication with Parents**

- If necessary, parents will be notified as soon as it is possible to do so via the schools communication system. This will be done via Dojo, Facebook and the school website
- Depending on the type and the severity of the incident, parents may be asked NOT to collect their child from school as it may put them and their child at risk
- Pupils will NOT be released to parents during a lockdown
- Parents will be asked NOT to call school as this may tie up emergency lines
- If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place that pupils can be picked from
- A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances

### **Partial Lockdown**

This may be the 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 the result of a warning being received regarding the risk of air pollution.

Partial lockdown is a precautionary measure but puts school into a state of readiness (whilst retaining a degree of normality) should the situation escalate.

### **Notification of a Partial Lockdown**

- **Alert given out to staff - Staff will be notified that lockdown procedures are about to take place on hearing the sound of the whistle.**  
**In addition -**
- **Staff will also be notified by the statement "Attention Partial Lock Down" being called out.**
- All outside activity must cease immediately and pupil and staff must return to the building, to their classrooms
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff. All situations are different - once all staff and pupils are safely inside, senior staff will conduct an outgoing and dynamic risk assessment based on advice from the appropriate body eg. Emergency service, local authority. This can then be communicated to staff and pupils

### **Lockdown Drills**

Lock down practices will take place once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff will be debriefed for positive reinforcement or to identify required improvements.

### **Evacuation**

Evacuation plans can be found in the School Emergency Management & Business Continuity Plan