



Florence Melly Community Primary School  
**Lockdown and Stay Safe Procedures**  
 IF YOU CAN DREAM IT, YOU CAN DO IT!



**Policy Approval**

<b>Policy Title:</b>	Lockdown and Stay Safe Procedures					<b>Date written:</b>	February 2024			
<b>Written by:</b>	Aaron Leach (Headteacher/Designated Safeguarding Lead)					<b>New or revised policy:</b>	Revised			
<b>Stakeholders consulted in policy production:</b> (✓ or x)	<b>Governors</b>	<b>SLT</b>	<b>Teaching Staff</b>	<b>Support Staff</b>	<b>Admin Staff</b>	<b>Parent/Carers</b>	<b>Pupils</b>	<b>Local Community</b>	<b>External Agencies</b>	
	✓	✓	✓	✓	✓	✓	✓	✓	✓	
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	✓			✓			✓			



## **Lockdown and Stay Safe Procedures** **February 2024**

Florence Melly Community Primary School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act, without delay, to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

### **1. 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.

Lockdown is the ability to quickly restrict access and egress to a site or building (or part of it) through physical measures. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

### **2. Lockdown Situations**

Lockdown procedures may be activated in response to any number of situations. Whilst it is not possible to create a precise set of plans for every eventuality, having dynamic procedures provide a framework for school staff to respond. For the purpose of these procedures, the school will operate lockdown procedures in response to two main situations:

- (1) A reported incident/disturbance in the local community (with the potential to pose a risk to staff and/or pupils in the school). For example, a disturbance in the local community/ dog roaming the local area/a major fire or environmental emergency within the vicinity/ severe weather conditions etc). The threat is outside the school building.  
**For the purpose of these lockdown procedures, this type of situation will be referred to as 'Community Lockdown'.**
- (2) An intruder/intruders on the school site (with the potential to pose a risk to staff and/or pupils).  
**For the purpose of these lockdown procedures, this type of situation will be referred to as 'On-Site Lockdown'.**

### **3. Lockdown Drills**

The following procedures are to be followed in response to either a 'community' or 'on-site' situation occurring:

- (1) **Soft Lockdown Procedures**
  - A member of the school office or SLT will announce on the tannoy system '**Soft Lockdown Procedure**' and state the type of lockdown situation e.g. either a '**Community Lockdown**' or an '**On-Site Lockdown**'. They will repeat this to ensure that the instruction is heard.
  - Pupils who are outside of the school building are to be brought inside as quickly as possible (and if it is safe to do so) and they are to return to their classrooms.
  - Staff members working outside will be informed of any incidents by a senior member of staff. These staff members may often be the first to witness any events and, if so, must inform the school office/a member of the SLT immediately.

- All children and staff to go to/remain in their classrooms and corridors and toilets should be checked for pupils and staff. That means if children have PE/Assembly in the hall, they are to return to their classrooms.
- All external and internal doors and, as necessary, windows are to be closed.
- Once in 'soft lockdown' mode, staff should inform the school office of any pupils unaccounted for. This can be done in person, by a member of staff not a child.
- Staff will not allow anyone out of the classroom during a lockdown procedure, in any circumstance.
- Staff should encourage pupils to remain calm and ease any concerns they may have.
- Keep pupils out of sight and away from windows and doors.
- Senior Leaders and/or office/auxiliary staff will establish communication with the emergency services and coordinate staff within the school (if necessary).
- If it is necessary to evacuate the building, this will be communicated to staff via the tannoy, email or messaging service.
- Parents will be notified as soon as it is practical, via the school website, email and/or Class Dojo.
- Pupils will not be released to parents during a lockdown.
- Once the incident has been assessed as safe, all classrooms will be visited by a senior member of staff. Staff and pupils will be told the situation is under control and the class can resume activities as normal.
- If the fire alarm is activated during lockdown, please remain in class unless you can see or smell smoke/fire.

## (2) **Full Lockdown Procedures**

- A member of the school office or SLT to announce on the tannoy system '**Full Lockdown Procedure**' and state the type of lockdown situation e.g. either a '**Community Lockdown**' or an '**On-Site Lockdown**'. They will repeat this to ensure that the instruction is heard.
- Pupils who are outside of the school building are to be brought inside as quickly as possible (and if it is safe to do so) and they are to return to their classrooms.
- Staff members working outside will be informed of any incidents by a senior member of staff. These staff members may often be the first to witness any events and, if so, must inform the school office/a member of the SLT immediately.
- Those inside the building should go to/remain in their classrooms and corridors and toilets should be checked for pupils and staff.
- All internal and external doors and windows are to be closed and blinds are to be drawn.
- Pupils sit quietly underneath the tables or against walls, out of sight and away from windows and doors.
- Turn off all lights and computer monitors.
- Once in full lockdown mode, staff should inform the school office of any pupils unaccounted for via email/mobile phone/WhatsApp/text message (but NOT in person).
- Staff will not allow anyone out of the classroom during a lockdown procedure in any circumstance.
- Staff should encourage pupils to remain calm and ease any concerns they may have.
- Senior Leaders and/or office/auxiliary staff will establish communication with the emergency services and coordinate staff within the school (if necessary).
- If it is necessary to evacuate the building, this will be communicated to staff via the tannoy, email or messaging service.
- Parents will be notified as soon as it is practical, via the school website, email and/or Class Dojo.
- Pupils will not be released to parents during a lockdown.

- Once the incident has been assessed as safe, all classrooms will be visited by a senior member of staff. Staff and pupils will be told the situation is under control and the class can resume activities as normal.
- If the fire alarm is activated during lockdown, please remain in class unless you can see or smell smoke/fire.

### (3) **Critical Lockdown Procedures**

- A member of the school office or SLT to announce on the tannoy system '**Critical Lockdown Procedure**' and state the type of lockdown situation e.g. either a '**Community Lockdown**' or an '**On-Site Lockdown**'. They will repeat this to ensure that the instruction is heard.
- Pupils who are outside of the school building are to be brought inside as quickly as possible (and if it is safe to do so) and they are to return to their classrooms.
- Staff members working outside will be informed of any incidents by a senior member of staff. These staff members may often be the first to witness any events and, if so, must inform the school office/a member of the SLT immediately.
- All children and staff should go to, or remain on, the first floor of the school building (utilising the Year 3, Year 4, Year 5 and Year 6 classrooms or the gallery). **Nursery to Year 3, Reception to Year 4, Year 1 to Year 5 and Year 2 to Year 6.**
- Classrooms, corridors and toilets should be checked for pupils and staff.
- All internal and external doors and windows are to be closed, locked and barricaded.
- Blinds are to be drawn and the electronic shutters will be manually closed.
- Pupils sit quietly underneath the tables or against walls, out of sight and away from windows and doors.
- Turn off all lights and computer monitors.
- Once in critical lockdown mode, staff should inform the school office of any pupils unaccounted for via email/mobile phone/WhatsApp/text message (but NOT in person).
- Staff will not allow anyone out of the classroom during a lockdown procedure in any circumstance.
- Staff should encourage pupils to remain calm and ease any concerns they may have.
- Senior Leaders and/or office/auxiliary staff will establish communication with the emergency services and coordinate staff within the school.
- If it is necessary to evacuate the building, this will be communicated to staff via the tannoy, email or messaging service.
- Parents will be notified as soon as it is practical, via the school website, email and/or Class Dojo.
- Pupils will not be released to parents during a lockdown.
- Once the incident has been assessed as safe, all classrooms will be visited by a senior member of staff and told the situation is under control and the class can resume activities as normal.
- If the fire alarm is activated during lockdown, please remain in class unless you can see or smell smoke/fire.

## 4. **Contacting the Emergency Services**

- (1) A member of the school office or SLT will ring 999 and ask for the appropriate emergency service and provide as much information as possible - **ETHANE**
  - **Exact location:** Precise location of the incident
  - **Type:** The nature of the incident including how many vehicles, buildings and so on are involved
  - **Hazards:** Both present and potential

- **Access:** Best route for emergency services to access the site or obstructions and bottlenecks to avoid
  - **Numbers:** Numbers of casualties, dead or injured on scene
  - **Emergency services:** which services are already on scene and which others are required
- (2) It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a 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 Lockdown. Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

## **5. Communication between parents and the school**

- (1) School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter, Class Dojo or via the school website.
- (2) In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable to do so via email and Class Dojo.
- (3) Parents should be given enough information about what will happen so that they:
- 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.
  - Wait for the school to contact them about when it is safe for them to come get their children, and where this will be from.
- (4) Parents will be told either:
- 'the school is in a full lockdown situation. During this period the telephone and entrances will be un-manned, external doors locked and nobody allowed in or out of the school site. We will provide further communication as soon as possible'
  - 'the school is in a critical lockdown situation. During this period the telephone and entrances will be un-manned, external doors locked and nobody allowed in or out of the school site. Emergency services have been informed. We will provide further communication as soon as possible'

**It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill will be undertaken at least once a year with staff and pupils. Depending on their age, pupils should also be aware of the plan (regular practices will increase their familiarity). An additional annual lockdown drill will be practised by staff only to avoid the children suffering unnecessary stress and anxiety. A log of these will be kept in our SEMP (School Emergency Management Plan).**

# LOCKDOWN SITUATIONS

Lockdown procedures may be activated in response to any number of situations. Whilst it is not possible to create a precise set of plans for every eventuality, having dynamic procedures provide a framework for school staff to respond. For the purpose of these procedures, the school will operate lockdown procedures in response to two main situations: **on-site** or **community**.

## ON-SITE

An intruder/intruders on the school site (with the potential to pose a risk to staff and/or pupils). **For the purpose of these lockdown procedures, this type of situation will be referred to as 'On-Site Lockdown'.**



## COMMUNITY

A reported incident/disturbance in the local community (with the potential to pose a risk to staff and/or pupils in the school). For example, a disturbance in the local community/dog roaming the local area/a major fire or environmental emergency within the vicinity/severe weather conditions etc). The threat is outside the school building. **For the purpose of these lockdown procedures, this type of situation will be referred to as 'Community Lockdown'.**

# LOCKDOWN DRILLS

## SOFT

**Soft 'On-site/Community' Lockdown Procedure** will be announced over the tannoy system.

All children and staff to go to/remain in their classrooms.

Any pupils who are outside of the school building are to be brought inside as quickly as possible.

All internal and external doors and windows are to be closed.

Keep pupils out of sight and away from windows and doors.

Staff will not allow any pupils out of the classroom during a soft lockdown procedure.

Once in 'soft lockdown' mode, staff should inform the school office of any pupils unaccounted for. This can be done in person.

## FULL

**Full 'On-site/Community' Lockdown Procedure** will be announced over the tannoy system.

All children and staff to go to/remain in their classrooms.

Any pupils who are outside of the school building are to be brought inside as quickly as possible.

All internal and external doors and windows are to be closed and blinds are to be drawn.

Pupils sit quietly underneath the tables or against walls, out of sight and away from windows and doors.

Turn off all lights and computer monitors.

Once in full lockdown mode, staff should inform the school office of any pupils unaccounted for via email/mobile phone/WhatsApp/text message (but NOT in person).

## CRITICAL

**Critical 'On-site/Community' Lockdown Procedure** will be announced over the tannoy system.

All children and staff should go to the first floor of the school building.

**Nursery to Year 3, Reception to Year 4, Year 1 to Year 5 and Year 2 to Year 6.**

All internal and external doors and windows are to be closed, locked and barricaded. Blinds are to be drawn and the electronic shutters will be manually closed.

Pupils sit quietly underneath the tables or against walls, out of sight and away from windows and doors.

Once in full lockdown mode, staff should inform the school office of any pupils unaccounted for via email/mobile phone/WhatsApp/text message (but NOT in person).

**Staff will not allow anyone out of the classroom during a lockdown procedure!**

**If the fire alarm is activated during lockdown, please remain in class unless you can see or smell smoke/fire.**

For our full 'Lockdown and Stay Safe Procedures', please scan this QR code.

