



# **Lockdown Policy**

As part of a Bury Council directive we have a plan for "lockdowns". Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and pupil in the school.

Lockdown procedures may be activated in response to any number of situations, these may be:

1. A reported incident, disturbance in the local community
2. An intruder on the site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
4. A major fire in the vicinity of the school
5. The close proximity of a dangerous dog roaming close

In the event of an actual lockdown parents will be notified by a text message as soon as it is reasonably possible.

### **Park View Primary School Lockdown Procedures**

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.

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 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).

<b>Lock Down Plan</b>	
<b>Signals</b>	
Signal for lockdown	Alert to staff: 'Full lockdown' via audible recognition. This will be repeated intermittently during the lockdown.
Signal for all clear	The ringing of the school bell.

<b>Lockdown</b>	
Entrance points (e.g. doors, windows) which should be secured	<ul style="list-style-type: none"> <li>• Main External doors</li> <li>• Fire Doors</li> <li>• Internal doors</li> <li>• All windows</li> </ul>
<b>Initial Response Lockdown</b>	
Class Teachers Support Staff SLT Site Manager Adult Visitors	<ul style="list-style-type: none"> <li>• Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others.</li> <li>• Those inside the school should remain in their classrooms</li> <li>• Lone pupil, e.g. those who may be going to the toilet or delivering a message to the office etc. are advised</li> </ul>

	<p>to make their way to the nearest lockable area, i.e., office, other classroom or if safe to do so return to class</p> <ul style="list-style-type: none"> <li>• Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building. (depending on the circumstances, internal classroom doors may also need to be blocked)</li> </ul> <p>Ensure people take action to increase protection from attack:</p> <ul style="list-style-type: none"> <li>• Block access points (e.g. move furniture to obstruct doorways)</li> <li>• Sit on the floor or against a wall</li> <li>• Keep out of sight, draw curtains / blinds</li> <li>• Stay away from windows and doors</li> <li>• Turn off lights</li> <li>• Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.</li> <li>• Staff <b>must</b> collect an Emergency Pack from the office if they are taking children onto the school field</li> <li>• Pupil's, staff and adult visitors that are on the school field when a lockdown occurs are to exit the field via the gate on the back of the perimeter fencing leading to St Mary's Park where they are to remain until further notice.</li> <li>• Keep pupil's calm and reassure</li> <li>• Be alert for further communication remain inside until an all-clear has been given, or unless told to evacuate by the emergency services</li> <li>• If it is necessary to evacuate the building, the fire alarm will be sounded</li> </ul>
<b>Contact and reporting</b>	
<p>Office staff SLT Site Manager</p> <p>Internal contact arrangements</p>	<ul style="list-style-type: none"> <li>• Dial Emergency Services</li> <li>• Contact: Pupil, Young People &amp; Culture's senior officers:</li> </ul> <p>Security and response: 0161 253 6606 Paul Cooke: 0161 253 5674 Rachel Stirk: 0161 253 5685 Carol Gill: 0161 253 6499</p> <p>Once in lockdown mode, staff should notify their key internal contact, (see below) immediately of any pupils not accounted by</p>

Key Internal Contacts	mobile phone to instigate an immediate search for anyone missing, (if reasonably possible).  Early years to contact Rachel McClean Key Stage 1 to contact Emma Udall Key stage 2 and Intervention Groups to contact the school office or L Brunsdon/ A Bell mobile number.
Informing parents	Parents will be contacted by text/phone call as soon as is reasonably possible.
<b>Resources</b>	
Teaching staff SLT Support staff School Office	Each classroom will have an emergency pack that will contain a brief summary of lockdown procedures including key internal contact numbers, a torch and an up to date class list.  Staff are responsible in ensuring that their emergency pack is prepared and accessible at all times.  Staff must display a notice next to the door in their room detailing where the emergency pack is.  Children <u>are not allowed</u> access to the pack
Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site <ul style="list-style-type: none"> <li>• Children will not be released to parents during a lockdown</li> </ul>

### **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 to cease immediately, pupils and staff return to building.
- All staff and pupils remain in building and external doors and windows locked
- 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 on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

'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 the prevailing threat.

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

- School lockdown procedures, especially arrangements for communicating with parents, will be shared via the school website.
- In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

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 and get their child and where this will be from.

### **In the event of a lockdown parents will be informed that:**

Park View school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out".

### **Emergency Services**

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 Head teacher with regarding the timing of communication to parents.

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

**Date:** October 2022

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