



Lockdown Policy and Procedures

Little Ealing Primary School

Policy owned by

Resources

Policy approved by

The Headteacher

Last amendment date

February 2025

Approved by Headteacher

March 2025

Renewal cycle

Every three years

RENEWAL DATE

January 2028

Aims of the procedure

All schools should consider the need for robust and tested school lockdown procedures. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident that can 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. On very rare occasions, it may be necessary to seal off the school so that it cannot be entered from the outside. These measures 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 are serious security risks for the premises due to, for example, near-by chemical spillage, the proximity of dangerous dogs, severe weather conditions, or attempted access by unauthorised persons' intent in causing harm/damage

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (potentially posing a risk to staff and pupils in the school).
- An intruder on the school site (potentially posing a risk to staff and pupils).
- A warning is received regarding a risk locally of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

Lockdown Arrangements

Follow the **CLOSE** procedure:

- **C**lose all windows and doors
- **L**ock up
- **O**ut of sight and minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure. Be aware you may be in lockdown for some time.

1. Partial Lockdown

A partial lockdown may be necessary because of a reported incident / civil disturbance in the local community, potentially posing a risk to staff and pupils in the school. It may also be because a warning has been received regarding the risk of air pollution

In a partial lockdown, staff and pupils should remain in the school building, and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, teaching and work can continue as usual.

Step 1. Alert to staff: "Partial lockdown."

Immediate action

- All outside activity to cease immediately, pupils and staff return to the building
- All staff and pupils remain in the building, closed external doors. Free movement may be permitted within the building, dependent upon circumstances.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants
- Staff should await further instructions.
- All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.

Step 2. Inform Area Schools Support Team.

Follow emergency services/area support team's guidance

Keep all staff informed via the most appropriate method depending on the situation. This could be verbal / email /text)

Step 3. Remove partial lockdown

Depending on circumstances –

Remove partial lockdown

Arrange early collection from parents if the situation warrants

Evacuate to an alternative site which is Mount Carmel or Grange Primary School

2. Full Lockdown

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. It is not possible to prescribe a generic school lockdown plan as there are a number of variables that will dictate exactly how an individual school responds to those situations identified.

We intend to prepare for two key emergency events:

- an armed intruder or
- a bomb alert

Response to an armed intruder

A full lockdown aims for the school and its rooms to appear empty. The Headteacher is nominated as lockdown manager (plus SLT in their absence) to initiate, manage and conclude the lockdown. They will also communicate with emergency services.

Step 1. Alert to staff: "Full lockdown."

Immediate action

- Staff will be alerted to the plan's activation by a recognised signal, audible throughout the school.
- Pupils/staff who are outside of the school buildings will be brought inside as quickly as possible. Then, they will proceed to their classroom or the nearest available classroom.
- Those inside the school should remain in their classrooms or proceed directly to the nearest classroom.
- Office staff should remain in their office and lock the main reception doors
- Members of staff who do not have a regular office or classroom should proceed immediately to the nearest classroom or office room
- Visitors/volunteers/peripatetic staff should proceed to the nearest classroom or office room
- External doors locked. Classroom doors and windows locked and blinds closed where possible, and children positioned away from possible sightlines and where possible in a location that would protect them from gunfire (bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork, heavy reinforced walls or under desks). Lights, smartboards and computer monitors turned off. Mobile phones and iPads turned onto silent so they cannot give away your position
- Staff should await further instructions.
- Staff on PPA or release time in school should lockdown in the staff room, remaining quiet with no computers, lights, or kettles. Phones must be turned to silent.
- Catering staff to close the shutter to kitchen and turn lights off – ensure canteen doors and external kitchen door are locked
- As appropriate, the school should establish communication with the Emergency Services as soon as possible.

NO ONE SHOULD MOVE AROUND THE SCHOOL

- Staff should encourage the pupils to keep calm.
- An official lockdown termination announcement/signal so that all staff know that it is authentic
- As soon as possible after the lockdown, teachers return to their classroom, conduct a register, and notify the reception immediately of any pupils not accounted for.

- Pupils must not be released to parents during a lockdown
- No one must be given access to the site during a lockdown

Staff and pupils remain in lockdown until it has been lifted by a senior member of staff/emergency services. The fire alarm may sound during the lockdown, which is a cue to evacuate the building.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more critical communication.

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 Headteacher regarding the timing of communication to parents.

In a prolonged lockdown or a more severe scenario, emergency services, local authorities, and voluntary sector organisations will coordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. For example, a reception centre for friends and family could be set up outside the cordoned area.

An overview sheet outlining the school's procedures will be displayed in the staffroom and other places throughout the school as appropriate

Communication between parents and the school

If necessary, parents will be notified as soon as it is practical to do so through our Parent Mail communication system.

Parents will be told:

'..the school is in a full lockdown situation. During this period, the phones must not be used, entrances will be un-manned, external doors locked and nobody allowed in or out.'

Depending on the type and severity of the incident, parents may be asked NOT to collect their children 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 the school as this will tie up emergency lines.

If the end of the day is extended due to lockdown, parents will be notified and receive information about when and where pupils can be picked up from the office staff or the emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the lockdown context and encourage parents to reinforce with children the importance of following procedures in these very rare circumstances.

Lockdown Drills

Lockdown practices will occur at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place, and staff debriefed for positive reinforcement or to identify required improvements