



Eccleston C.E. Primary School
Let Our Light Shine

Lockdown Policy

Pupil Welfare and Safeguarding Committee

Reviewed: Spring 2019

Approved by Pupil Welfare and Safeguarding Committee: Spring 2019

Approved by Full Governing Board: Spring 2019

Signed by Chair of Governors:

Review Date: Spring 2022

ECCLESTON C.E. PRIMARY SCHOOL

Lockdown Policy

Full lockdown and partial 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, pupil, parents or visitors.

Lockdown procedures may be activated in response to any number of situations such as:

- A warning being received regarding a local risk, e.g. air pollution, smoke plume,, gas cloud etc;
- A serious or emergency accident or incident requiring the emergency services at the school;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose;
- A swarm of bees or wasps;
- Dense fog where pollution could cause breathing difficulties
- Wild animals on site, e.g. foxes;
- A reported incident or civil disturbance in the local community with the potential to pose a risk to pupils, staff or visitors;
- A visitor in the school who becomes abusive, making threats with the potential to pose a risk to children, staff or parents;
- An intruder on the school site with the potential to pose a risk to children, staff and parents.

The school's lockdown signals would be a verbal message from the Headteacher, Assistant Head Teacher, Administrative Office or Administrative Assistant or any other member of staff.

Full Lockdown (Alert to staff - FULL LOCKDOWN)

- Pupils remain in their classrooms
- Pupils outside return to classrooms
- Office staff to go to Headteacher's office
- Staff in staffroom to go to Headteacher's office
- If the lockdown occurs during break or lunchtime, staff should return to their classrooms so long as it is safe to do so
- Entrance points to the school should be secured; all lockable doors locked (except for fire doors), windows closed
- School telephone to be kept free to send messages
- Mobile phones to be switched on ready to receive or send messages
- Emails can be used via classroom lap tops

Partial Lockdown - Alert to Staff - PARTIAL LOCKDOWN

This may be a result of a reported incident or civil disturbance in the local community with the potential to pose a risk to staff and students in the school. This would be where students needed to stay in their classroom and not wander around the school site.

Immediate Action

- All outside activity to cease immediately
- All staff and pupils to return to the building
- Movement may be permitted within the school building dependent on circumstances but this must be supervised
- All situations are different - once all staff and pupils are inside, senior staff will conduct an on-going and dynamic risk assessment based on the information available and advice given from the emergency services or other outside agency. This will then be communicated to staff and pupils if appropriate
- "Partial lockdown" is a precautionary measure but puts the school in a state of readiness should the situation escalate and need to revert to a full lockdown
- During the lockdown, staff will keep communication channels open via mobile phones, phones and email but will not make unnecessary calls which could delay action

Communication with Parents

- The school's procedures for dealing with lockdowns will be published on the school website
- In the event of a full or partial lockdown, any incident or development will be communicated to parents as soon as is practical via email or text or an announcement on the website
- Parents will be advised not to ring or come to school but to wait for further instructions
- Parents will be given enough information about the situation so that they are reassured that school understands the safety of their child is paramount
- Parents need to wait for school to contact them, about what happens next and when it is safe for them to collect their children. Coming to school could endanger parents and ringing school could block the phone lines for vital communications

Emergency Services

- It is vital to keep lines of communication open with outside agencies and the emergency services
- The school site may or may not be cordoned off depending on the severity of the incident
- Emergency services will support the decision of the Headteacher regarding the timing of communication to parents

- It is vital that all staff are aware of lockdown procedures. Drills with children will be carried out as appropriate

Disaster Management Plan

Name	Role	Responsibilities	Alternative
Mrs Katie Prescott	Head teacher	Information gathering, overall coordination, communication with CWAC, written log of events	Mrs Bev Arrowsmith
Mrs Bev Arrowsmith	Deputy Head	Deal with other pupils and staff on site, keeping disruption to a minimum	Mrs Susanne Wearden
Mrs Janette Horrocks	Admin Officer	Coordination of Emergency Services	Mrs Liz Breakwell
Mrs Susanne Wearden Mr Keith Ivens	Teacher H&S Governor	Communication with support staff and parents Assessment of physical risks	Mrs Sarah Piper
Mrs Emma Coupe	Safeguarding Governor	Assessment of risks to safeguarding	Mr Nayland Southorn
Mr Nayland Southorn	Chair of Governors	Communication with the media	Mrs Helen Glaze

Procedures

- The Head teacher (or in event of absence) the Assistant Head must be informed of a critical incident as soon as it is reported
- Head teacher will gather all factual information as soon as possible - what has happened, where, who, when, what help is needed
- The CIT will meet in the designated incident room to confirm strategies and procedures
- Inform the Chair of Governors and appropriate Officers at CWAC (See Contacts List)
- The rest of the staff will be informed as soon as possible, preferably at a specially convened staff meeting

- Pupils will be told of incident in small group situations
- Parents notified as required
- The school will try, as far as possible, to keep to the normal routine
- Should the need arise, the building will be evacuated, and the children walked to **Eccleston Church** in a safe and orderly manner