



**ST GEORGE'S
CE SCHOOL**

St George's C of E School and Nursery

LOCKDOWN PROCEDURES

REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	August 2015
2	Updated in line with new Model Emergency Plan	January 2018
3	Updated following Lockdown drill, Health and safety Committee Meeting and Staff Meeting	November 2018

LOCKDOWN

The National Counter Terrorism Security Office (NaCTSO) has also produced guidance on Developing Dynamic Lockdown Procedures: <https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>.

Signals

Signal for lockdown	1) Three blasts on whistle of outside 2) Three short bell rings/ ring Nursery
Signal for all-clear	1) Three short bell rings

Lockdown

Rooms most suitable for lockdown	Classrooms Conencting doors (Reception to use the main classroom area)
Security Prodecure	<p><u>Draft Lockdown Procedures Checklist- 10.55 am (let them out a little early if you wish but make sure they are covered)</u></p> <ul style="list-style-type: none"> • On Playground- 3 blasts on whistle- all children in as quickly as possible, no lining up. Check main gate in playground locked, if not- contact office or get key and lock, if safe to do so. • One designated adult to alert office immediately- 3 sharp blasts on bell, 999 dialled. Last adult off playground locks door to School from the playground (by line up area) Nursery rang immediately to check as bells are disabled. • Teachers back to classes, turn handle to lock classroom door (Y6 in reality would brace door but internal will be locked. Reception lock conservatory. Balcony classrooms lock balcony) Cottage staff lock doors and congregate in the Snug. • If unable to move child for medical/physical reasons, lock in area if you can, if not lock, in a real lockdown, brace door • Any visitors to classroom in with children, in cottage in The Snug, Community Room lock selves, Office area lock • Office staff split into two and lock doors- list of those in office and clearly displayed. (See appendix). Person 1 ends locking ib Snugh, Person 2 in Reception • Nursery lock all doors including conservatory in their area • Cooks lock selves and dinner staff if there in kitchen • Teachers take register- ring office on internal in anyone missing • Central person in office (HT as long as 2 office staff in, supervises) • Nursery lock all doors including conservatory in their area • Office rings each classroom and secured area
Communication arrangements	<ul style="list-style-type: none"> • Classroom telephones • Mobile phones • Instant messaging/email/Scholarpack

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site if safe to do so – refer to **APPENDIX 8** of KAHSC Model School Emergency Plan.

No.	Initial Response – FULL LOCKDOWN	Tick / Initial / Time
This signifies an immediate threat to the school and may be an escalation of a partial lockdown (see below).		
1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety.	
2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
3	Dial 999. Dial once for each emergency service that you require.	
4	Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> • Block access points (e.g. move furniture to obstruct doorways) • Sit on the floor, under tables or against a wall • Keep out of sight • Draw curtains / blinds • Turn off lights • Stay away from windows and doors 	
5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.	
6	If possible, check for missing / injured pupils, staff and visitors.	
7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

No.	Initial Response - PARTIAL LOCKDOWN	Tick / Initial / Time
'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.		
8	All outside activity to cease immediately; pupils and staff return to building. Staff will be alerted via two-way radios at lunchtime or via a member of staff	
9	All staff and pupils remain in building and external doors and windows locked.	
10	Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.	
11	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 will then be communicated to staff and pupils.	
12	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.	
13	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

No.	Communication - BETWEEN PARENTS AND THE SCHOOL	Tick / Initial / Time
School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.		
14	In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable by Scholarpack text messaging service	
15	Parents should be given enough information about what will happen so that they: <ul style="list-style-type: none"> • 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 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 collect their children, and where this will be from. 	
16	Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.	
17	Parents will be told: <i>'..the 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...'</i>	

Communication - BETWEEN SCHOOL AND THE 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. **This will be co-ordinated from the school office.**
- Emergency Services will support the decision of the Head teacher with regarding the timing of communication to parents.

Appendix 1- Office Lockdown List

<u>Person 1</u>	<u>Person 2</u>
Main entrance door (inner and outer automatic doors) on School St	Sports hall
Community Room Door	Door to hall at Top of Stairs
Gate through Secret Garden to the back street	Internal Exit by Office
Door to School by the Fire Escape	Staffroom Roof Door
Side door (Salthouse Road)	Staffroom Door
Fire escape by Year 2 classroom	