

# Lockdown Policy and Procedures

## Radnor Primary School



### Rationale

On very rare occasions it may be necessary to seal off or 'lockdown' the school so that it is not able to be entered from the outside. A lockdown may be implemented when there is a serious security risk.

In communicating this procedure to staff it is important to stress that it is very unlikely that our school will ever need to implement a real lockdown. It is, however, important to have arrangements in place to deal with such a situation.

When the 'drills' are undertaken, these will be conducted in a controlled and proportionate manner in order to reduce undue stress and/or panic.

### Lockdown Procedures

As part of our planning for responding to Critical Incidences or emergencies, Radnor Primary School has a set of procedures for lockdown. Lockdown procedures are a sensible and proportionate response to any internal or external incident which has the potential to pose a threat to the safety of staff and children in the school. Our procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

Lockdown procedures may be activated in response to any number of situations. Examples of these include:

- A reported incident or disturbance in the local community;
- Near-by chemical spillage;
- Serious weather conditions;
- Attempted access by unauthorised persons intent in causing harm/damage;
- An intruder already on the school site;
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous animal roaming.

### Signals

The signal for a lockdown must be clearly distinguishable from that of an evacuation. Any confusion may result in students and staff congregating at an assembly point, thus potentially making them more vulnerable to an intruder.

#### **Notification of Lockdown:**

Staff will be notified lockdown procedures are to immediately take place by the following signals:

<b>Signal for lockdown</b>	<i>The children are in Fitzalan!</i>
<b>Signal for all-clear</b>	<i>The children are back from Fitzalan</i>

## Procedures:

These signals will activate a process of children being ushered into the school building if on the grounds as quickly as possible and the locking of the school's offices, connecting doors and all outside doors/ shutters where it is possible to remain safe.

### Lockdown Procedure –

#### Mrs Williams will take charge when first alerted to the incident and will:-

Sound the alarm signal for lockdown,  
Dial 999 and ask for each emergency service required,  
Contact the Silver Officer Tel: 029 2087 2998 (24 hours a day/ 7 days a week)  
Contact staff via internal telephone system to ensure they take action to increase protection if deemed necessary.

These signals activate a process of children being ushered into the school building if intruder or safety risk is within the school grounds.

#### Teachers, Pupils & Staff

1. When an incident requiring lockdown presents itself, **Mrs Williams** will instruct a member/s of staff via internal telephone system to start lockdown.
2. Staff are to ensure that all pupils remain in their classroom or teaching space. Class teachers will ensure the classroom/ teaching space windows and doors are closed and secured. They'll also ensure children are positioned away from possible sightlines from external windows/doors, blinds are drawn where possible. Lights, smart boards and computer monitors are to be turned off. External classroom doors are to be locked/secured.
3. If pupils are outside during the signal for a lockdown, staff are to usher them inside using handbell per end of Break or Lunchtime using their nearest safe entry point into the school, and they are to be taken to their classrooms. If it is safe to do so, a member of staff should sweep the yards to ensure all pupils have been moved indoors.
4. Children or staff not in class for any reason, e.g. pupils using the toilets when the alarm is raised, will proceed to their classroom where practical, or their nearest occupied classroom and remain with that class and class teacher. If not in their own class then their class teacher will be advised via internal telephone system.
5. **Mrs Gardner** will ensure the main entrance door is locked and the holding area doors securely closed in Radnor Fach.
6. **Mrs Gardner/Mrs Squire** will ensure all visitors are informed verbally or via internal telephone system and they are kept in staff room.
7. Class teachers are to stay with their class. SLT, if additional cover is in class, or Mrs Williams/Mrs Gardner to sweep the corridors to ensure all pupils and visitors are in a classroom if they have an additional. The check should ensure that all windows and external doors are closed.  
Following these checks all staff should return to their class or staffroom or the nearest occupied classroom.

	<p>8. Kitchen staff are informed via internal telephone system &amp; are responsible for ensuring the kitchen windows and external door are closed and secured.</p> <p>9. A register should be taken of all persons within classrooms, making note of missing/ injured pupils. This should be sent to <b>Mrs Gardner</b> via internal telephone system.</p> <p>10. Headteacher/SLT will check for any missing pupils.</p> <p>11. Staff make sure they are aware of the nearest exit point in case an intruder does manage to gain access.</p> <p style="text-align: center;"><b>NO ONE SHOULD MOVE ABOUT THE SCHOOL</b></p> <p>12. All staff to support children in keeping calm and quiet.</p> <p>13. Everybody to remain in lockdown positions until informed by Mrs Williams or unless told to evacuate by the emergency services.</p>
<b>Staff Roles</b>	<p><b>Mrs Williams</b> - takes control of the lockdown procedure and undertakes roles as required &amp; indicates when lockdown has ended.</p> <p><b>Mrs Gardner</b> ensures that the appropriate emergency service is called and updated.</p> <p><b>Mrs Gardner</b> locks the front reception and holding area doors.</p> <p><b>Mrs Gardner</b> checks that pupils are accounted for.</p> <p><b>Mrs Gardner/Mrs Squire</b> informs parents via the text alert system.</p> <p><b>Class Teachers</b> close classroom doors, external doors and windows, ensuring children keep out of sight. If needed they are to block access points, draw curtains/blinds and turn off the lights. They must encourage students to stay calm. Class teachers must also take a register of all persons present in the classroom.</p> <p><b>Mrs Williams/Mrs Gardner</b> sweep the corridors and toilets to ensure pupils are accounted for, whilst closing all doors and windows.</p> <p><b>Kitchen staff</b> ensure that the door to the kitchen are closed and secured.</p>
<b>Internal Communication Arrangements</b>	<p>All staff will initially be alerted via internal telephone system.</p> <p>Staff email/ class telephones will also be used to update and inform staff.</p>
<b>Communication Arrangements With Parents</b>	<p>If necessary, and when possible, parents will be notified as soon as it is practical to do so via Group Call.</p> <p>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.</p>

	<p>Pupils will not be released to parents during a lockdown.</p> <p>Parents will be asked not to call school as this may tie up emergency lines.</p> <p>If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.</p> <p>A letter to parents will be sent home at the earliest opportunity following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.</p>
<b>Notes</b>	<p>If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.</p>

### **Lockdown Drills**

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made. A lockdown drill form is available on SLA Health and Safety Online and attached to the end of this document.

### **Partial Lockdown**

'Partial lockdown' is a precautionary measure but puts the school into a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In some situations, only a partial lockdown will be required. This may be as a result of a reported incident or disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be a result of a warning being received regarding the risk of air pollution, etc.

**Mrs Williams** will take charge, informing staff **via internal telephone system** that there is a partial lockdown.

#### Immediate action:

- All outside activity to cease immediately, pupils and staff to return to building,
- All staff and pupils remain in building and external doors and windows locked,
- Movement may be permitted within the school buildings dependent upon circumstances, but this must be supervised by a member of staff.

All situations are different. Once staff and students 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 students.

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

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents via the established text alert system.

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 into danger
- Wait for the school to contact them about when it is safe for you to come and get their children, and where this will be from.

Parents will be updated by Group Call using the following statement:

**Text Alert:**

***Radnor is in a full lockdown situation. Nobody is allowed in or out, please see email for further information.***

**Email:**

***'Due to an incident ..... , Radnor Primary School is in a full lockdown situation and nobody is allowed in or out. During this period, the office phones, entrances will be un-manned and external doors locked. We understand you will be concerned about your child. We are doing everything possible to ensure their safety. Please support this by not contacting the school via telephone or email or come to the school. We will update you as soon as possible.'***

**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. Emergency Services will support the Headteacher with regards to the timing of communication to parents.

The Chair of Governors will be kept fully informed as soon as it is appropriate to make contact.

**Review:**

This policy and procedures will be reviewed annually. Next review September 2025

Created by: Louise Williams

Signed: 

Dated: 02/07/2024

# Radnor Primary School Lockdown Drill Evaluation

Drills should be conducted to simulate conditions where the school is required to 'lock-down' the building and ensure all pupils, staff and visitors are safe and inside the building. Lock down procedures are practiced ensuring all staff are conversant with the premises lockdown / in-evacuation procedures and take part in lockdown drills at least once per year.

The responsible person must establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons.

Lockdown drills and practice in-evacuations should not be used to embarrass staff, or unduly inconvenience people. However, they are crucial in testing local procedures for in-evacuation and highlighting problem areas which may need addressing – **lessons learnt approach**.

Ideally, most people should be aware that a lock down drill is due to take place, in order to minimise any adverse effects and provide staff with time to ensure they are familiar with alternative access routes. It may not always be possible to pre-alert everyone.

**Debriefs on the effectiveness of the drills should be carried out so that any in-evacuation procedures can be changed if necessary. This can be achieved by asking staff if there were any issues or concerns.**

Date And Time	Person Responsible for Drill	Number of Staff Involved	Time Taken To In-Evacuate	Time Taken to Secure the Building
<b>SIMULATION</b> (i.e. during recreational break times, during lessons etc.)				
<b>SCENARIO</b> (i.e., pose / practice different scenarios or threats, e.g., threatening dog on playground, assailant within school reception area etc.)				
<b>COMMUNICATION METHOD USED</b> [Did it work?]				
<b>ASSESS EFFECTIVENESS OF THE DRILL</b>				
<b>RECOMMENDATIONS / FURTHER ACTIONS REQUIRED</b>				