

Fiveways School Lockdown Policy



Policy Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
3 Yearly	September 2024	Swavek Nowakiewicz	2027

Policy Ratification

Role	Name	Signature	Date
Chair of Governors	Malcolm Gulliver		17.01.25
Head Teacher	Swavek Nowakiewicz		17.01.25

Details of Policy Updates

Date	Details
24.06.22	Issued- will be appendix to Critical Incident File
20.09.24	No changes. Stand alone policy.
17.01.25	Amendment to ask staff to turn off any air circulation systems. Appendix 1- communication board added.

Lockdown procedures are 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 students in the school. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. 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 (with the potential to pose a risk to staff and pupils in the school);
- An intruder on the school site (with the potential to pose a risk to staff and pupils);
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose.

Procedure

- Staff are alerted to the activation of the lockdown procedure plan by a Tanoy and internal phone system, 2-way radios and a member of senior team or admin team will alert staff and pupils outside;
- Pupils who are outside of the school buildings are brought inside as quickly as possible;
- Those inside the school will remain in their classrooms;
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked).
- Staff should turn off any air circulation systems and air conditioning units for **all** lockdowns, these are currently installed in:
 - Classrooms 1,2,3,4 and 5
 - Blue Room,
 - Training Centre,
 - Dark Room,
 - Foxes and Badgers Cabins.
 - 6th Form Garden Room
 - Main Kitchen (wall air inlet)
 - The main Sports Hall heating system also draws air and needs to be turned off at the wall.
 - A judgement will made at each procedure regarding the swimming pool, as the air flow system there is only accessible via the external loft and not easy to get to.
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for and instigate an immediate search for any missing;
- Staff will support and encourage the pupils to keep calm;
- As appropriate, the school will establish communication with the Emergency Services as soon as possible;
- If necessary, parents/carers will be notified as soon as it is practicable to do so;
- Pupils will not be released to parents/carers during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded;
- Staff will await further instructions:

It is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, Governors, school administrators, teaching and non-teaching staff, pupils. To achieve this, a lockdown drill will be undertaken at least once a year. Practice will also enable pupils to increase their familiarity and understand expectations. A communication board has been developed to help communicate to pupils what is

happening -Appendix . Parents/carers will be informed that the school has a lockdown plan.

Lockdown Arrangements

1. Partial Lockdown

Alert to staff through the script “Amber Alert”

This may be as a result of a reported incident or 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;
- All areas to turn off any air circulation systems
- Free movement may permitted within the building dependent upon circumstances.

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 school’s Health & Safety or 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.

2. Full Lockdown

Alert to staff through the script “Red Alert”

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- All pupils and staff return to base (classroom, tutor room or other agreed location e.g. common room/dining hall);
- External doors locked. Classroom doors locked (where a member of staff with key is present); Windows locked, blinds drawn, pupils sit out of sight as quietly as possible (e.g. under desk or around a corner);
- All areas to turn off any air circulation systems;
- Register taken: The office will contact each class in turn for an attendance report;
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services. At any point during the lockdown, the fire alarm may sound 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 office as this could delay more important communication.

Communication between parent carers and the school

School lockdown procedures, especially arrangements for communicating with parent carers, will be shared with parent carers e.g. by newsletter or email

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is reasonably practicable. Parent carers will be concerned but regular communication of accurate information will help to alleviate undue anxiety. Parents/carers will 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 collect their children, and where this will be from.

It will also be important to reinforce the message:

'Fiveways School is in a full lockdown situation. During this period the switchboard and entrances may be un-manned, external doors locked and nobody allowed in or out...'

Emergency Services

Lines of communication will be kept 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 the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friend and family outside of the cordoned area.

Appendix 1: Communication Board





