

# Emergency Security Lockdown Procedure

A security lockdown occurs when circumstances dictate that the safety of pupils and staff is better ensured by them being kept inside the building with the doors and windows locked and the blinds/shutters closed. Pupils should be moved away from the windows and doors for prime safety. The reasons for a security lockdown could be as a result of a chemical spillage/weapons crisis/air pollution/nearby fire/criminal activity/dangerous dog etc

## PROCEDURE

- Remain calm and quiet
  - Move slowly
  - Obey instructions
  - Do not provoke an incident
1. If there are children outside, the headteacher, or a designated person, will give five short blasts on the air horn (kept in the office) and ensure that the children enter the school as calmly as possible through the nearest point and return to their own base class or join another class base if safer. Teachers and staff should return to their base class when it is safe to do so.
  2. The office staff or Headteacher will contact the police on 999 if necessary.
  3. If the children are in the building, the Headteacher or designated persons will inform all staff of the situation using the school telephone tanyoy system. The agreed signal will be activated to inform staff and pupils that they school is in lockdown. The signal can also be activated via any of the Walkie Talkies which are situated around school and in all classrooms. This can be done by firmly pressing the button on the side of any Walkie Talkie and announcing 'security lockdown' The Site Manager will regularly check that they are working and charged.
  4. Depending on the circumstances, staff should ensure pupils remain in the classroom with locked doors and windows. Staff should close any blinds, move all the children to their designated area and sit down quietly.
  5. If necessary pupils may need to be evacuated, in a quiet and orderly manner, away from the situation into a safer area defined by staff or police.
  6. Staff should take a register to account for all children immediately and inform the office of anyone missing. This can be done via email – to the office so that staff do not need to wander around school.
  7. Staff should try to keep the children calm and quiet.

8. If necessary, parents/carers should be notified as soon as practicable to do so via the Arbor messaging service that there is a lockdown situation, they should be given enough information about what will happen so that they are reassured that everything possible is being done to ensure their child's safety:
  - they should not contact the school as this will tie up the phone lines;
  - they should not attend school as this could interfere with the emergency services access to school and they may put themselves in danger;
  - they should wait for the school to contact them about when it is safe to collect their children.
9. Pupils will not be released to parents during a lockdown.
10. If it is found to be necessary to evacuate the building, the fire alarm will be sounded.
11. School should stay in contact with Emergency Services at all times and follow their instructions.
12. A lockdown drill should be undertaken at least annually.
13. Parents should know that there is a Security Lockdown Plan and that a copy is on the website.
14. Lockdown information should be displayed in every classroom/area.

On hearing the signal, all staff should close as many blinds as possible. Ensure doors are closed/locked. Try to keep a mobile phone / Ipad / laptop with them.

Duplicate keys to all classroom doors should be hung above the door on the inside of the classroom.

When the lockdown is over, a senior member of staff will come around and notify everyone or give the agreed signal to indicate that the lockdown has finished.

All children should be accounted for and a welfare check completed by class teachers.

## Appendix A

Dear parent/carer,

### Re: Enhancing safety in our school

At St Peter's CE Primary School, we take safeguarding and the safety of your child very seriously.

It's important that we put procedures in place and plan even for those events that are very unlikely to occur. As part of this, we have introduced a new safety procedure called "security lockdown".

I'm writing to let you know that we'll be practising this procedure on [insert date].

#### What is a security lockdown and when would it happen?

A security lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our security lockdown procedure would be used when there is a threat to the safety of our pupils, staff and others in the school, and when it's safer for everyone to remain in school rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our security lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

#### What is our school's security lockdown procedure?

- An alarm will be sounded from the phone systems locked in each classroom announcing a security lockdown.
- Pupils and staff will then move immediately inside to their own, or the nearest, classroom
- The class teacher or adult in the room will then take a register to ensure all pupils are accounted for.
- To make sure all pupils are safe and secure, external doors will be locked and blinds drawn over windows.
- Children will be asked to sit quietly at their tables
- The emergency services will be called by the headteacher or member of the office team

#### Instructions for parents/carers in the event of a security lockdown

- In the case of an actual security lockdown, parents will be informed via Arbor.
- In the case of an actual security lockdown, parents/carers should not attempt to call or come to the school at this time, as this may hinder our effort to contact and work with the emergency services

- Parents/carers should not discuss security lockdowns on social media, as this may spread false information and create panic
- In an actual lockdown was to continue beyond school hours, you would be advised via the Arbor system about alternative collection arrangements.

### **About our upcoming security lockdown drill**

Prior to practising this procedure with pupils, staff will take time to talk to pupils about security lockdown procedures and explain why they're important in an age appropriate way. They'll reassure pupils after the drill that they are safe, and will emphasise that practising procedures like this will make sure that the school remains a safe place to learn.

I must emphasise again that this is simply a drill, so that in the very unlikely event of such a situation in the future, our pupils and staff are fully prepared and can stay safe.

If you or your child have any concerns or questions, please do not hesitate to contact [insert name of relevant staff member and contact details].

Yours sincerely,

[Sign off]