

# Hunsbury Park Primary School



## Lockdown Policy and Procedures

## LOCKDOWN PROCEDURES POLICY

Parents and carers trust our school to keep their children safe. Thanks to the efforts of staff and governors, schools in the UK normally remain a safe haven for children; but as tragic events both overseas and at home have shown, they can become involved in an emergency situation at any time.

### **AIM**

This policy is designed to help us:

- Develop and review a lockdown plan
- Provide information to all staff who could become involved in an incident.
- Help staff to educate and inform the pupils and their parents about what to do in such a situation,
- Detail actions and procedures not only for use during such an incident but also for testing our readiness for such an incident.

The Department for Education and the Cabinet Office reminds us “planning for emergencies can save lives. It can prevent an incident getting worse, provide confidence to staff, governors, parents, carers and pupils and enhance your school’s reputation as a safe place to learn and work. “

This is a document that every good school needs, every member of staff needs to understand, and no one ever wants to use.

### What is lockdown?

The purpose of a lockdown is to prevent an intruder or other threat outside the school from causing harm to pupils and staff. It means that the entrances to the school must be secured in an effort to prevent any threat entering and staff and pupils must find a suitable place to protect themselves.

In the case of a fire or similar emergency the staff and children are trained to leave the building quickly and safely; a lockdown situation is almost the opposite. Staff and children need to be trained to get inside the building as quickly and safely as possible and stay there until the threat is over.

When an incident occurs the priority is to safeguard those on-site (i.e. pupils, staff, parents/carers, visitors) and to alert the emergency services as soon as possible.

Here at Hunsbury Park Primary School we have identified two different types of lockdown procedures: **AMBER** lockdown and **RED** lockdown.

These are explained as follows:

### Reasons for an **AMBER** lockdown

An amber lockdown may occur if a potential threat has been identified outside that school staff need to be made aware of. The children will not necessarily be made aware of an amber lockdown situation.

### Reasons an **AMBER** lockdown could possibly initiated

An amber lockdown will be initiated if any of the following are occurring on the school site.

- Unknown aggressive individual
- Aggressive parent
- Threat of someone approaching
- Environmental issue e.g. smoke plume or hazardous chemical leak
- Serious weather conditions
- Fierce dog or wild animal

### Our **AMBER** lockdown procedures at Hunsbury Park Primary School

**Amber lockdown** will be initiated by word of mouth.

On identifying a potential threat office staff and SLT will quickly alert members of staff that we are entering amber lockdown by passing the message 'amber lockdown' to all staff. This must include going to all classrooms, library, ICT suite, playground. The Headteacher and Deputy Headteachers will ensure people in all areas are alerted.

When a teacher is taking a lesson outside in our forest school area or field (including top field) they will always take the school mobile phone with them. This will mean that during an **amber lockdown** situation these teachers can be notified by telephone.

Office staff will phone the site supervisor.

<b>Role of staff during an amber lockdown</b>	
Headteacher & Deputy Headteachers	Ensure all staff in all areas are made aware of the <b>amber lockdown</b> situation. This may mean directing other staff to these areas to give the signal.
Office Staff	Phone emergency services if needed.  Phone the site supervisor Phone teachers in forest school area or on the school field. Phone Campers Pre-School  All calls will be brief simply stating <b>"We are in amber lock down!"</b>
All teachers and TAs	Close and lock windows and external doors Close all classroom doors

	<p>Ensure all children are kept safely in the school building. Any classes who are outside must be brought into the school immediately.</p> <p>Continue to keep normal routines going as far as possible to reduce risk of upsetting the children.</p>
Site Supervisor	<p>Lock all other outside doors. This must include:</p> <ul style="list-style-type: none"> <li>• Front door</li> <li>• Door by Year 1 and 2 toilets</li> <li>• Studio door</li> <li>• Hall door</li> <li>• Site supervisor's office door</li> <li>• Kitchen door</li> <li>• Courtyard doors</li> <li>• The Hive door.</li> </ul> <p>Check all other cloakroom doors have been locked.</p>

**Amber lockdown** will continue until notified by emergency services, Headteacher or Deputy Headteachers.

## Reasons a RED lockdown could possibly be initiated

Although these reasons are highly unlikely, possible **red lockdown** situations could arise from:

- Someone who is out of control and threatening the safety of our pupils, staff, or him/herself
- Someone who has a weapon
- A violent intruder

## Our RED lockdown procedures at Hunsbury Park Primary School

**RUN HIDE TELL - RUN HIDE TELL - RUN HIDE TELL - RUN HIDE TELL - RUN HIDE TELL**

### Red lockdown signal

The signal for lockdown will be long blasts on a whistle. All staff at Hunsbury Park Primary School will carry a whistle attached to their identification lanyard. The person initiating the lockdown will blow long blasts on their whistle. Staff hearing these bursts will then copy the signal until the signal has spread around the school. Any member of staff in the Year 4 and 5 classrooms will sound the signal out to the playground to alert anyone who is doing PE on the field or the MUGA.

All staff have the responsibility to initiate a lockdown at the first indication of any major incident or potential threat.

Role of staff during a red lockdown	
Headteacher & Deputy Headteachers	Ensure all staff in all areas are made aware of the <b>red lockdown</b> situation. This may mean directing other staff to these areas to give the signal.
Office Staff	Phone the site supervisor Phone teachers in forest school area or on the school field. Phone Campers Pre-School  All calls will be brief simply stating <b>"We are in red lock down!"</b>  Ensure the emergency services are called • <b>POLICE – 999</b> Saying... <b>"This is Hunsbury Park Primary School, Dayrell Road, Camp Hill, Northampton. NN4 9RR</b> <b>We are in a lockdown situation."</b> – respond to police questioning  • <b>Local Authority Emergency Planning – (number in the office)</b> Saying... <b>"This is Hunsbury Park Primary School. We have implemented a lockdown procedure; we have notified the Police."</b> If possible, give brief details of threat depending on the circumstances.
All teachers and TAs	Close and lock windows and external doors. Close blinds. Close and lock all classroom doors where possible Detain children in agreed lockdown places as stated in this policy and on classroom posters. Keep children as calm and quiet as possible.
Site Supervisor	Ensure all outside doors are locked (as amber action plan)

### Red lockdown procedures

- At the given signal the children remain in the room they are in and staff will ensure the windows and doors are closed (locked if possible), blinds are shut and children are positioned away from possible sightlines from external windows or doors. This will usually mean the children will position themselves under tables, but may mean lining children up against the wall to keep them out of sight.
- A plan will be made for each classroom and working area in school.
- If children are outside they should either be ushered to the nearest safe classroom or instructed to run and hide. They must be trained to respond to the teacher’s instructions immediately.
- Children or staff working in corridors will proceed to the nearest occupied classroom immediately.
- Staff and pupils should take cover behind something solid if possible (e.g. under tables, desks)
- Lights, smart boards and computer monitors to be turned off.
- If available to them, staff should take their mobile phone from their cupboard and ensure it is set to silent.
- All staff to support children in keeping calm and quiet.
- Staff and children to remain in lockdown positions until informed by the emergency services, Headteacher or Deputy Headteacher that it is ‘all clear’. Never open doors during a lockdown, even in the event of a fire alarm.
- After lockdown has been cleared all staff and children to return to their base classroom and conduct a full register and inform SLT immediately of any pupils not accounted for.

Actions to be taken in specific areas/times:

ICT suite	Children should be directed to get under the computers benches and pull the chairs in front of them
Library	Children should be directed to get under tables. Adults should use the book cases and furniture to barricade doors. All children and adults should be barricaded inside the server cupboard and/or the ladies toilet. Adults should stay with each group of children.
All other areas	There can be no specific advice as this very much depends on the nature and location of the threat. Always keep in mind: <b>RUN HIDE TELL</b>

Our lockdown procedures will be displayed next to our fire safety posters as a quick point of reference. Each poster will state clearly what should happen in the specific classroom it is displayed in.

### Communication in school during red lockdown

The whistle will communicate the start of a **red lockdown** event.

During lockdown communication between staff needs to be kept to a minimum. Staff who have their mobile phones close by will keep them about their person but have them switched to silent. If needed staff will be able to text each other

### Communication with parents during lockdown

Communication with parents

- If necessary parents will be notified as soon as it is practical to do so via text message.
- 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.
- Pupils will not be released to parents during a lockdown.
- Parents will be asked NOT to call school as this may tie up emergency lines. If possible office staff will record an answer phone message stating the nature of the incident and reiterating that parents should NOT come to school and set the school phone to answer machine.
- If the end of the day is extended due to a lockdown, parents will be notified when and where to collect their children by text message.
- A letter will be released to parents from the school after the event, explaining the reason for the lockdown procedure.

### **Practice drills**

It is important that pupils know what action to take if a **red lockdown** happens at school. Becoming familiar with **red lockdown** drills will improve the likelihood of these procedures being implemented **swiftly and effectively**.

**The red lockdown** procedure will initially be introduced in a whole school assembly by the Headteacher. This will then be followed up by further discussion during class time. Teachers will prepare their class for lockdown practice drills by discussing what to do in certain situations around school. They must be reminded to stay calm, quiet and follow adults' instructions immediately.

Parents will be informed of the lockdown procedures policy and when we will be carrying the practice drills out so that they can prepare their children and be ready to respond to their concerns.

Lockdown practice drills will happen once a term.