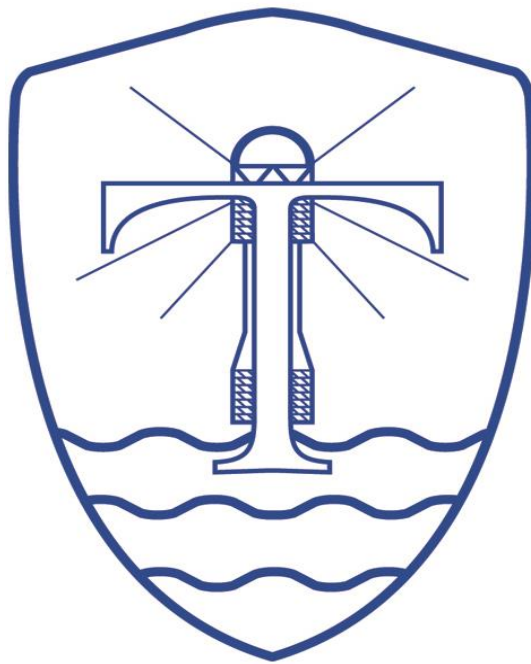


# Turney School **Lockdown Policy**



**Adopted: 14.07.2021**

**Review Date: 14.07.2022**



## **Lansdowne Turney Federation Lockdown Policy**

### **Rationale**

On very rare occasions it may be necessary to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

Lockdown procedures should be seen as 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 pupils in the school. Procedures should 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.
- A bomb threat (please see [Emergency Planning Procedures](#) for further information).

### **NaCTSO (National Counter Terrorism Security Office) \*\*Guidance\*\***

In January 2016, NaCTSO provided advice to leaders of schools and other Educational Establishments for Reviewing Protective Security. This guidance has been used to inform the following procedures.

<https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>

### **Lock Down Plan**

Staff will be notified that lock down procedures are to immediately take place when the tannoy will be used by office staff to inform adults by stating "ATTENTION LOCK DOWN" "ATTENTION LOCK DOWN".

Procedures:

1. This auditory signal will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible and the locking of all



outside doors and windows.

2. At the given signal the children will remain in the room they are in and the staff will ensure that all windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Roller blinds to be closed.
3. Front office staff to ensure that their windows are locked, roller blinds are closed, shutters are closed. Office staff to contact emergency services.
4. Front office staff will guide any visitors waiting in reception into a safe area: Classrooms near entrance.
5. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets.
6. Roll call to be undertaken in class using emergency evacuation registers (IN EACH CLASS CUPBOARD)
7. Lock Down grab sheet to be followed. (GRAB BAG IN ADMIN OFFICE)
8. Any missing children must be reported to senior staff as to when last seen and possible areas to search. Date or time and notification of a missing child/ children should be recorded. If practicable staff should notify the front office by phone of those children not accounted for.
9. **NO ONE SHOULD MOVE ABOUT THE SCHOOL.**
10. Staff to support children in keeping calm and quiet.
11. INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN. Office team will send a lock down text message parents/carers.
12. Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team, Office team, Chair or Deputy Chair of Governors or emergency service(s) in person.
13. SMT to undertake dynamic risk assessment during any lockdown/critical incident – children are priority.
14. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.
15. Crisis management team to meet and follow [Emergency Planning Procedures](#).
16. During and following a Lock Down, the use of Social Network sites e.g. Facebook and Twitter during the school day is strictly prohibited until the Headteacher or a member of the crisis management team informs staff differently.

## Communication with parents

If necessary parents and carers will be notified as soon as it is practical to do so via the school's established communication network –text to parents. Parents will be told "Turney School is in lockdown". During this period the office phones and entrances will be un-manned, external doors are locked and nobody is allowed in or out...'



Depending on the type and severity of the incident, parents and carers/school and school transport may be asked NOT to collect children from school as it may put them and their child at risk. Pupils will not be released to parents/carers/school and school transport during a lock down. Parents/carers will be asked not to call school as this may tie up emergency lines. If the end of the day is extended due to the lock down, parents/carers/school and school transport will be notified and will receive information about the time and place pupils can be picked up from staff or emergency services. A letter to parents/carers will be sent home at the nearest possible day following any serious incident to inform them of the context of the lockdown.

## **Emergency Services**

Lines of communication with Emergency Services will be kept open 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 with regarding the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario Lambeth Local Authority Support will provide support.

## **Local Authority Support**

Office hours: 020 7926 1000

Out of hours (via Emergency Control): 020 7926 1000

Emergency Planning Team (Business Continuity): 020 7926 6161

When making contact with any of the above, ensure that you provide as much information as accurately as possible. If you don't know the answer, please say so. You may be asked to repeat the information to ensure that the recipient has fully understood the situation, so that they may activate and coordinate the necessary resources.

## **Partial Lockdown**

Alert to staff: 'Partial lockdown', 'Partial lockdown'. This may be as a result of a reported incident / 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.

Staff will be notified that partial lock down procedures are to immediately take place on hearing the tannoy system by stating "ATTENTION PARTIAL LOCK DOWN", "ATTENTION PARTIAL LOCK DOWN".

## **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 Movement may permitted within the building dependent upon circumstances but this must be supervised by a member of staff (SMT) 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 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.

### **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 procedures will take place and shared with staff so improvements can be made.

### **Conclusion**

The lockdown will be dealt with calmly, efficiently and effectively and with as little disruption as possible to pupils' education. The safety of all will be paramount. This policy must be read in conjunction with all other school policies that refer to the care, safety and welfare of children.

| Signals              |   |
|----------------------|---|
| Signal for Lockdown  | Tannoy Alert "attention lockdown", "attention lockdown" |
| Signal for all Clear | Tannoy Alert: All clear, All clear                      |

| Lockdown  |   |
|---|---|
| Rooms most suitable for lockdown                              | All classes to remain in their classroom  |
| Entrance points (e.g. doors, windows) which should be secured | Entrance Gates<br>External doors<br>Fire Doors<br>Internal Doors<br>All windows |
| Communication Arrangements                                    | Text to parents/carers<br>Communication with classrooms? Intercom               |

|   |                |
|---|----------------|
| Initial Response - Lockdown                             | Tick/sign/time |
| Ensure all pupils are inside the school building. Class |                |



|  |   |
|--|---|
| teachers and responsible for own class.  |   |
| Lock and secure entrance points (e.g. doors and windows) to prevent the intruder entering the building.  | Dial 999. Dial once for each emergency service you require. |
| <p>Ensure people take action to increase protection from attack: Block access points (e.g. move furniture to obstruct doorways) Sit on the floor, under tables or against a wall Keep out of sight</p> <p>Draw curtains / blinds.</p> <p>Turn off lights.</p> <p>Stay away from windows and doors.</p> <p>Staff to support children in keeping calm and quiet.</p> |   |
| Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.   |   |
| If possible, check for missing / injured pupils, staff and visitors.   |   |
| Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services  |   |