



BELMONT SCHOOL LOCKDOWN PROCEDURES AND POLICY

JANUARY 2020

Lockdown/Lockout 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.



UNCRC Article 19
Every child has the right to protection

Headteacher – Ms L Shaw	Signature: LS	Date Ratified: 16.01.2020
Chair of Governors – Mr Antony Murphy	Signature: AM	Date Ratified: 16.01.2020
Review date	Annually	

Definitions

Lockdown (Full):	Lockout (Partial):
This when there is an immediate threat outside of the school building either in the grounds or neighbouring streets.	This is when there is an immediate threat within the school building.
Lockdown/lockout procedures may be activated in response to any number of situations, but some of the more typical might be:	
<ul style="list-style-type: none"> • An armed member of the public/parent/guardian/carer. 	<ul style="list-style-type: none"> • An intruder on the school site (with the potential to pose a risk to staff and pupils)
<ul style="list-style-type: none"> • Unknown vehicle breaching/ramming the school gates 	<ul style="list-style-type: none"> • Gas leak (internally) or other hazardous substances within the school premises
<ul style="list-style-type: none"> • A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school) 	<ul style="list-style-type: none"> • Flooding
<ul style="list-style-type: none"> • An intruder on the school site (with the potential to pose a risk to staff and pupils) 	<ul style="list-style-type: none"> • Fire – following fire drill procedures
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Suspicious object found in the building
<ul style="list-style-type: none"> • The close proximity of a dangerous dog roaming loose 	<ul style="list-style-type: none"> • Power outage
<ul style="list-style-type: none"> • Suspicious objects found in the vicinity/ school grounds 	
<ul style="list-style-type: none"> • Natural disaster 	
<ul style="list-style-type: none"> • Result of a warning being received regarding the risk of air pollution 	

Notification to initiate and end 'Lockdown' Procedures

- Signal for lockdown - by blowing a whistle
- Whistle to be blown in the following pattern:
 - **Long, short, long on cycle of 3 times whilst walking to designated zones.**
- **When the all clear is given, the Headteacher will direct site team or SLT to press the school bell on a long cycle 4 times. It is after hearing the school bell, that teachers should resume normal teaching and learning routines.**

Staff Roles and Responsibilities

<p>Headteacher and/or SLT</p>	<ul style="list-style-type: none"> • Alert other members of SLT to ensure accurate procedures are followed – by blowing a whistle using the signal above. Whistle to be blown in the following pattern: <i>Long, short, long on cycle of 3 times whilst walking to designated zones.</i> • Headteacher – Main office front of the school and liaise with site team. • Deputy Headteacher – playground, back playground and field. • *AHT for EYFS – Early years area • *AHT for 1,2,3 – Lower corridors - toilets • *AHT for 4,5,6 – upper corridors - toilets • SBM – to notify emergency services under direction of SLT <p>(* indicates location if AHTs are not in class teaching)</p>
<p>All staff members</p>	<ul style="list-style-type: none"> • Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety • 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; draw curtains / blinds; turn off lights; stay away from windows and doors • Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access • Those inside the school should 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 blocked/locked) • Staff should encourage the pupils to keep calm • Pupils will not be released to parents during a lockdown
<p>Class Teachers/LSA's</p>	<ul style="list-style-type: none"> • Class Teachers are responsible for their own class. They are to take cover under the tables and aim to stay out of sight (e.g. from the classroom door, window pane) • Lock all external doors and windows. • If full lockdown secure all internal doors – lock or barricade. • Close and secure all windows. • Close all curtains or blinds. • Ensure pupils are in a safe place in the classroom i.e. sheltered by a substantial wall away from doors and windows.
<p>Site Manager and Team</p>	<ul style="list-style-type: none"> • To prevent the intruder entering the building, electronic entrance points to be locked down and then proceed to padlock internal gates if safe to do so. • The school site team must walk round the school site to ensure all security points (e.g. external doors and gates) are locked and secure • If staff and pupils need to evacuate, the fire drill should be activated and normal emergency procedures to be followed.
<p>Office Staff/Reception/Welfare</p>	<ul style="list-style-type: none"> • Make contact with emergency services, dialing 999. Dial for each emergency service that you require (e.g. Police, Ambulance, etc.) • Parents will be notified as soon as it is practicable in conjunction with the Harrow Council Communications Team.

Please note:

- **You must remain inside/outside until an all-clear has been given, or unless told to evacuate by the Headteacher/SLT or emergency services.**
- **Do not react to the fire drill or any other Drills during a lockdown. A clearance signal must be given by the Head teacher or the emergency services.**

Communication between parents and the school

We routinely report evacuation procedures and lockdown to the school's Governing Body.

In the event of an actual lockdown, any serious incident or development will be communicated at the school's discretion to parents as soon as is practicable via Harrow Council Communications Team

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. 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.

When logging the call to the emergency services you will need to ask for a case reference which you need to note and quote every time you call. This will provide Emergency Services will support the decision of the Headteacher/Harrow Council Communications Team.

Lockdown/Lockout Drills

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. Depending on their age, pupils should also be aware of the plan, regular practices will increase their familiarity.