

Buttercup Primary School

Lockdown Procedure

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.

Buttercup Primary School Lockdown Procedure

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

The school's lockdown plan is as follows:

Signal for lockdown	Three short start-stop-start-stop bell rings on the fire alarm system
Signal for all clear	Verbally from staff member via internal communication and/or walk round

Rooms most suitable for lockdown	All classes to remain in own classrooms
Entrance points (e.g. doors, windows) which should be secured	External doors Fire Doors Internal doors All windows
Communication arrangements	In person or classroom telephones

Lockdown Drill

Staff will be alerted to the activation of the lockdown drill in advance.

When the three start-stop-start-stop bell rings on the fire alarm system are activated staff must take the following action:

- Children should remain in their classrooms and staff should check corridors and toilets for pupils or staff
- All external doors and, as necessary, windows are closed (depending on the circumstances, internal classroom doors must also be closed).
- Blinds should be drawn and pupils sit quietly
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via the internal communication system and instigate an immediate search for anyone missing
- Staff should encourage the pupils to keep calm
- As appropriate, the school office will establish communication with the Emergency Services
- If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place
- Parents will be notified as soon as it is practicable via Parentapp and the website (only when appropriate via guidance from Emergency Services)

Pupils will not be released to parents during a lockdown.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Lockdown Drill – All clear

Once the incident has been assessed as safe all classrooms will be either visited by a senior member of staff or via classroom telephone and told the situation is under control and the class can resume activities as normal.

Communication between parents and the school

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

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.

Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

Staff will ALWAYS have advance notice of a Lockdown drill, therefore if the signal occurs without warning staff must assume it is NOT A DRILL.

DRILL

SLT/Site Manager to sound 3 short blasts on the fire alarms in both buildings:

Person who rings the bell will time from start to clearance of hall and corridors/toilets – They will note the time that it takes for all classes to be contained and in full Lockdown.

Duties/Check List:

Headteacher/Deputy Headteacher must ensure the following procedures take place:

Jobs	Checked
Allocate a member of staff to check all toilets to ensure everyone is accounted for	
Office Staff member to take calls from classrooms via internal communication if teachers report missing persons.	
Allocate Bell Ringer: This person must ring office once the lockdown is complete to give the all clear. Verbally/or telephone all classes to inform staff that Lockdown is over.	