



St Edward's Catholic First School
Parsonage Lane, Windsor SL4 5EN
Head Teacher : Mrs Sarah Matthews
Telephone : 01753 860607
Fax : 01753 869107
office@secfs.org.uk
<http://stedwardscatholicfirstschool.co.uk>

Lockdown Guidance and Procedures Policy

There are a wide variety of scenarios which may trigger the school lock down procedures. Some examples may include:

- 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 or toxic cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog or other dangerous animal roaming loose

Key Principles

Handbells will be kept in Nightingales, Sparrows, Fledglings and Kingfishers Classes

- Staff are alerted to the activation of the plan by an audible signal – the ringing of a handbell throughout the school
- Pupils who are outside the school building are brought inside as quickly as possible
- 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 locked)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for and instigate an immediate search for any missing child or personnel
- Staff should encourage the pupils to keep calm
- As appropriate, the school office should establish communication with the Emergency Services as soon as possible
- The School Office will notify the Local Authority via the appropriate numbers: Crisis Management Team (CMT) **01753 853517** and Psychology and Wellbeing Team **01628 796688**
- If necessary, parents should be notified as soon as it is practicable to do so via email and Twitter; however, parents **are not** permitted to collect their children during a lock down procedure
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Staff should remain in situ and await further instructions
- It is of vital importance that the school's lockdown procedures are familiar to members of the SLT, school administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity.) Parents should know that the school has a lockdown plan, and a copy should be placed on the school website.

St Edward's Lockdown Arrangements

The school has two levels of Lockdown – PARTIAL and FULL.

Partial Lockdown:

This may be 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. Partial lockdown is a precautionary measure which ensures that the school is in a state of readiness should a situation escalate, whilst also enabling a degree of normality to continue.

Full Lockdown:

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. There is no attempt to continue normal business inside the school building and no movement around the school unless absolutely necessary and in response to changing circumstances.

Partial Lockdown Procedures:

Alert to staff: Once the HT has decided to instigate a partial lockdown, the office staff will:

- Call all classrooms and state 'Partial lockdown' to the adult answering the phone who must then share the status with all other adults in the room.
- Call the Site Manager to ensure that he is aware of the Partial Lockdown status.
- Contact the Local Authority and Emergency Services (probably Police).
- Send a short, internal email to all staff advising of the situation; all teachers during partial lockdown should be logged into their email system as this will be a discrete tool for circulating non urgent information.

Immediate action:

- All outside activity to cease immediately; pupils and staff return to the main building, closing doors behind them.
- SLT will walk around the outside of the school and ensure that any staff and children working outside are alerted to the partial lockdown status.
- If it is break time, the school will firstly decide if the instigation of partial lockdown can be delayed until the end of break; this will help to avoid confusion. However, if it must be instigated during break time, the bell will be rung as a prompt for children and staff to return to class.
- All staff and pupils remain in the building and external doors and windows are locked.
- Site Manager and HT/SLT will walk through the school and ensure that all external doors are closed. Those that can be opened will be locked.
- Free movement will be permitted within the building unless circumstances are such that this is not possible.
- All situations are different: once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Local Authority, Emergency Services and changing circumstances.
- Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown Procedures:

Alert Lockdown procedures: Once the HT has decided to instigate a full lockdown, the office staff will:

- Lock the main gate entrance to the schools.
- Call all classrooms and state 'Full lockdown' to the adult answering the phone who must then share the status with all other adults in the room.
- Call the Site Manager to ensure that he is aware of the Full Lockdown status and assist with the locking process.
- Call the Middle School if their alarm has not been activated
- Contact the Local Authority and Emergency Services (probably Police).

Immediate action:

- All pupils and staff return immediately to their classrooms or, if there is a risk associated with accessing any particular classroom, go into another nearby room
- All blinds must be drawn closed. Office staff will close all blinds in the admin area of the school. Class teachers must close all windows and blinds in the room they are in.
- Site Manager and HT will walk through the school and ensure that all external doors are closed. Those that can be, will be locked e.g. door into shared block. The main entrance into the school will also be locked.
- Pupils sit together, quietly and out of sight as much as possible (e.g. under desk or around a corner).
- Each teacher to do a head count of the children in their class. If this suggests that not all children are accounted for, take a register. Call through to the office ONLY IF A CHILD IS MISSING. HT and Emergency Services should be made aware of any children not accounted for; staff should not search for a missing child unless it is certain where that child is, the location is nearby and there is no apparent risk in that vicinity.
- Staff should avoid making unnecessary calls to the office as this could delay more vital communication.
- School remains in full lockdown until it is lifted by a senior member of staff. The lifting of full lockdown – or the downgrading to partial lockdown – will initially be shared via email and the telephone intercom system. The bells should be rung again to indicate the all clear.
- At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

Communication Between Parents and the School

- School lockdown procedures will be on the school website and parents will be signposted to this information periodically in routine communications such as newsletters.
- In the event of the full lockdown, the incident or development will be communicated to parents as soon as is practicable. Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.
- The office staff, once secure themselves and having instigated all other processes outlined above, will send an e-mail stating 'The school has gone into full lockdown. This is because . . . Every effort is being taken to keep the children safe. During this

period, the office phones and entrance to the school gates will be unmanned, external doors locked and nobody allowed in or out. Do not contact the school as this will tie up emergency telephone communications. Do not come to the school as your child cannot be released to you. Wait for the school to contact you when it is safe to come and collect your child'.

- This message will also be posted on the school website and a notification placed on Twitter
- 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.

Reviewed:	Headteacher	March 2020
Approved:	Resources	April 2020
Ratified:	Governing Board	
Review frequency	Biannually	March 2022