Richard Lee Primary School

Lockdown Procedures

Introduction

This lockdown procedures should be followed in the event of:

1. An intruder / person on the school site with the potential to pose a risk to staff, students, visitors.

2. A reported incident / civil disturbance in the local community which potentially poses a risk to the school community

3. A warning being received regarding a risk locally of fire in the vicinity or air pollution i.e. smoke plume, gas cloud etc.

4. The close proximity of a dangerous dog roaming loose

The lockdown procedure can only be initiated by the lockdown manager (Headteacher – Jenny Stafford) or the deputy lockdown managers (Deputy Headteacher – Vicky Darnley or Assistant Headteachers – Azra Foric, Nehal Sher-Gill or Bhavini Sandhu) or any designated senior staff in their absence.

If required, the lockdown manager will report the incident to the police and raise the signal. The deputy lockdown manager will carry out this duty if necessary.

The lockdown procedure can be initiated in two stages. The stages are:

Stage 1

Everyone remains in classrooms / offices. Anyone outside, returns to the building and goes back to their classroom.

Stage 2

As above, but the external doors will automatically be locked when the school office have established if everyone is in the building.

Staff must always ensure that they have a radio with them when out of their classroom.

Lockdown Signal

The lockdown signal will be the continual interrupted ringing of the school bell for 30 seconds.

Classrooms

On hearing the lockdown signal staff are to:

1. Close the classroom door.
2. Close the classroom blinds.
3. Turn classroom lights off.
4. Turn off the interactive board and associated speakers.
5. Turn PC monitor off.
6. Ask pupils to remain silent and in their seats.
7. Reassure everyone.

Staff in offices or not teaching

Staff in offices should:

1. Close the office door.
2. Close the office blind.
3. Turn office lights off (if possible).
4. Turn PC monitor off.
5. Turn PC speakers off.
6. Ensure mobile phones are on silent.
7. Remain silent and calm.

Outside

PE Lessons

On hearing the lockdown signal staff should immediately bring their class back into the main building and assemble in their classroom. Staff teaching PE should radio the school office to let them know that they have returned to the building. If any classes are on the top playground, a message will be clearly sent to the remote control radio - 'Lockdown – return to the building immediately'.

Social Times

Morning Break

On hearing the lockdown signal, duty staff should usher all pupils back into the building, pupils should return to their classrooms. Staff should return to their classrooms and conduct a register to ensure that all pupils are accounted for, the school office must be informed of any missing pupils. Staff on duty should have with them their school radio. Staff should radio the school office to let them know that they have returned to the building.

Staff not on duty should return to their classroom.

Lunchtime

On hearing the lockdown signal, lunchtime supervisors should usher all pupils back into the building, pupils should return to their classrooms. Staff should return to their classrooms and conduct a register to ensure that all pupils are accounted for, the school office must be informed of any missing pupils. Lunchtime staff should radio the school office to let them know that they have returned to the building.

Staff not on duty should return to their classroom.

School Office Staff

On hearing the lockdown signal office staff should:

1. Immediately close the office serving window.
2. Invite waiting parents into the school office.
3. Lock the school office door.
4. Turn PC monitors off.
5. Turn PC speakers off.
6. Turn on the night service mode to ensure that the school phones do not ring.
7. Turn the office lights off (if possible).
8. Ensure mobile phones are on silent.
9. Radio staff to see if anyone is outside / returning to the building /indicate to all staff to cease communication on the radio until all clear bell is heard.
10. Remain silent and calm.

Site Services Officer (if onsite)

The site services officer should ensure that all external doors have been secured (if needed / safe to do so).

General Staff Notes

Staff that are not timetabled to be teaching are to head to their nearest classroom to help assist the classroom teacher.

Staff that have meetings in school with parents or visitors are to keep their visitors with them in their classroom or office. If the member of staff is required to assist with the incident taking place then their visitors are to be handed over to the nearest member of staff taking refuge.

The police are only to be called by a member of the school Senior Leadership Team. In the event of the Senior Leadership Team dealing with the incident they may ask another member of staff to call the police. When the police are called the member of staff making the call must inform them of the following.

1. School name and address.
2. What incident is taking place.

3. The school has initiated its lockdown procedure.
4. Where in the school the incident is taking place.
5. Are any members of staff or students hurt.

If the site services officer is not onsite the lockdown manager, deputy lockdown manager or a member of the senior leadership team should ensure that all external doors are secure.

Breakfast club should remain in their designated areas.

After school meetings / after school clubs should remain in their designated areas. After school clubs that are taking place outside should return to the building and take refuge in the nearest available classroom. Staff should radio the school office to let them know that they have returned to the building.

All Clear

The all clear signal will be the continuous interrupted ringing of the school bell for 10 seconds.

The all clear will be given when the senior management team believe there is no longer a threat to staff or pupils.

If the site services officer is onsite then he should ensure that the door access system has been reset and all external doors are unlocked. If the site services officer is not onsite then this task should be completed by the lockdown manager, deputy lockdown manager or a member of the senior leadership team.

Staff are to return to normal operations and reassure pupils that the school is now safe.

Lockdown Drill

A lockdown drill will be carried out once per school year unless additional drills are required.