

**St. John's C of E Voluntary Aided Primary School, Croydon  
LOCKDOWN POLICY**



**‘That all may Love, Learn, Flourish’**

<b>DATE WRITTEN:</b>	Autumn 2022
<b>Frequency of review:</b>	Annual
<b>Reviewed by:</b>	Premises & Expansion Committee

Lockdown procedures should be 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. These procedures 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
- The close proximity of a dangerous animal roaming loose

It is of vital importance that the school's lockdown procedures are familiar to all members of staff including those who work part time. To achieve this, lockdown drills will be undertaken regularly. Parents will be informed that the school has a lockdown procedure and reminded regularly.

From time to time, the senior leadership team will conduct table top exercises to test the procedures against various scenarios.

### **Types of Lockdown and Signals**

Lockdown will be announced over the tannoy system. There are three types of alert which may be communicated:

- 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.
- Full lockdown which signifies an immediate serious threat to the school and may be an escalation of a partial lockdown.
- Lockdown Lifted - this indicates the 'all clear' and that normal activities can resume.

Word of mouth may also be used to expedite the commencement of lockdown procedures.

On the sound of a lockdown command, staff will commence the procedures as outlined in the flow diagrams at the end of this policy.

All situations are different in a lockdown situation. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment including advice from the Emergency Services if necessary. This can then be communicated to staff and pupils. 'Partial lockdown' can also be used as a precautionary measure that puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services. 'Lockdown Lifted' will be announced over the tannoy. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

### **Communication between parents and the school**

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. It is obvious that parents will be

<sup>2</sup> Research evidence suggests that panic and anxiety are far less likely where those associated with an incident are fully informed of the facts. '...Information about dangers should be disseminated and not withheld because of a fear that people will panic...' (Dynes, Quarantelli and Kreps 1972).

concerned but regular communication of accurate information will help to alleviate undue anxiety.<sup>2</sup>

The school will do its very best to provide parents/carers with enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school (calling the school could tie up telephone lines that are needed for contacting emergency providers).
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe for them to come get their children, and where this will be from.

### **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 Head Teacher with regarding the timing of communication to parents.

Lockdown – Teacher Response Email - send to [office@st-johns.croydon.sch.uk](mailto:office@st-johns.croydon.sch.uk)

Replace the red text with the relevant information.

Teacher replying: Enter your name here

with class: state which class you are with

Location: state which room you are in

Register completed and saved: Yes/No

**In this classroom there are also:**

Children (insert names)	Adults (insert names)
State the names of additional children in your location	State the names of any adults with you

**Missing from this Class are:**

Children (insert names)	Adults (insert names)
State the names of any children who were marked present in the register but are missing from the classroom (not children who are absent)	State the names of any adults who are normally with you, but are not present in the classroom (not staff who are absent)

**Injured**

Children (insert names)	Adults (insert names)
State names	State names

**First Aid required immediately:** Y/N

Only reply Yes if there is an immediate need

**Other urgent assistance required** Y/N

**Reason:**

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