



Elton Primary School & Nursery

Lockdown guidance and procedures

In our school, the wellbeing and education of all our children comes first

FGB	Spring 2024
Review	Spring 2026

Lockdown guidance and procedures

There is a wide variety of scenarios which may trigger a school's 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 cloud etc.)
- A major fire, gas leak, chemical leak, road traffic accident... in the vicinity of the school
- The close proximity of a dangerous dog roaming loose or other dangerous animal

Key principles:

- Staff are alerted to the activation of the plan by recognised signals, audible throughout the school – **continuous whistle or yard alarm activated**
- Pupils who are outside of the school building are brought inside as quickly as possible - if it is safe to do so
- If there is a need for a Lockdown when children are on the yard the whistle will be blown continuously. Children should line up and be taken in **STRAIGHT AWAY**
- Those inside the school should remain in their classrooms
- All external doors and, as necessary, windows are 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 – if it is safe to do so)
- Staff should use their mobile phones to call the office 01244 667750
- **ALL staff must remain CALM – even if they are not!**
- Staff should encourage the pupils to keep calm
- As appropriate, the school should establish communication with the Emergency Services as soon as possible
- The Local Authority should be notified via the appropriate number
- If necessary, parents should be notified as soon as it is practicable to do so via the school's communication system; 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 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 none teaching staff.
- Depending on their age, pupils should also be aware of the plan.
- We will aim to - "Practice without panic"
- We will remember to - "STOP, LOOK, THINK, BREATH, DO"
- Parents too should know that the school has a lockdown plan, and a copy should be placed on the school's website.
- SLT will call for first-aiders, if necessary

Elton Primary School's Lockdown Arrangements

The school has two levels of Lockdown – PARTIAL (soft) and FULL (hard). Necessary decision will be made by the HT/DHT or senior teacher in charge

- **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 e.g. a dangerous dog on the yard, large quantity of wasps, arguing parents on the yard... 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.

If it is safe to do so, allow people access to toilets and drinking water

Partial Lockdown (soft lockdown) procedures:

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

1. inform all classes and state 'Partial lockdown' to the teacher in charge of the class at the time. The teacher must share this status with any other adult in the classroom for example teaching assistants. Office staff will share this calling process between them.
2. Call the Site Manager to ensure that he is aware of the Partial Lockdown status.
3. If appropriate contact the Local Authority and Emergency Services (probably Police).
4. Windows and doors may need to be closed and blinds pulled down/closed

Immediate action:

- All outside activity to cease immediately; pupils and staff return to the main building – if it is safe to do so - closing doors behind them.
- DHT/HT will walk around the outside perimeter 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 whistle will be blown as a prompt for children and staff to come inside; Senior Staff will move quickly through the playground instructing all staff and children to move indoors.
- All staff and pupils will remain in building and external doors and windows closed/locked.
- Site Manager (if he is in school) and HT/DHT will walk through the school and ensure that all external doors are closed. Most of the doors, once shut, cannot be opened from the outside; those that can be opened (e.g. front door) will be locked. Doors to Yard and front door
- 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 possibly based on advice from Local Authority and Emergency Services and changing circumstances.

- Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown (hard lockdown) procedures:

Alerting staff of Lockdown procedures: Once the HT/DHT has decided to instigate a full lockdown, the office staff will:

1. inform classes of a 'Full lockdown' to the teacher in charge of the class at the time. The teacher must share this status with any other adult in the classroom for example teaching assistants.
2. Call the Site Manager to ensure that he is aware of the Full Lockdown status and assist with the locking process – if he is at work
3. Contact the Local Authority and Emergency Services (probably Police).

Immediate action:

- Office staff will pull down office blind and ensure the door locks are operational. This will still enable communication with the most of the school and emergency services.
- 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
- Site Manager (if he is in work) and HT/DHT will walk through the school and ensure that all external doors are closed and not able to be opened from outside.
- If an incident takes place inside school and staff are outside and it does not appear to be safe to take children indoors, staff will take children to a local 'safe haven' – the community centre will be the first option for this.
- Classroom doors locked where this is possible. Classroom windows will be closed/locked and blinds will be drawn.
- Pupils sit together, quietly and out of sight as much as possible
- 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 (using their own phone or class landline 01244667750) **ONLY IF A CHILD IS MISSING** HT/DHT 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 not apparent risk to that vicinity.
- Children should be told that if they are not in their class at the time of the incident, they should make their way to the nearest classroom.
- Staff should avoid making unnecessary calls to the central 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
- 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, especially arrangements for communicating with parents, will be on the school website and parents will be signposted to this information.
- In the event of the full lockdown, the incident or development will be communicated to parents as soon as is practicable but only following Police advice. Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.
- The office staff, once secure themselves and have instigated all other processes outlined above, **AND ONLY FOLLOWING POLICE ADVICE** will send a text message stating '***The school has gone into full lockdown. Every effort is being taken to keep the children safe. During this period, the switchboard and***

entrances will be unmanned, external doors locked and nobody is 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'.

- 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.
- Governors who are most likely to not be in school at the time of a lockdown will be informed by text message or e-mail. They should support parents and reinforce the need to remain calm and reassure them that more details will follow as soon as is practicably possible.



Developing Dynamic Lockdown Procedures:

This paper provides guidance to develop procedures to dynamically lockdown educational sites in response to a fast moving incident such as a firearms or weapons attack, either directly at the site or in the vicinity. Lockdown procedures may also include a Dangerous Dog in the grounds, a Cloudburst (smoke/chemical/air pollution) event, premise fire, an intruder (e.g.child safeguarding risk) or other reported incident. It may also include your response to a bomb threat.

Due to the differences between the vast array of sites in the county it is not possible to give prescriptive advice, however this guidance details planning considerations applicable to most sites and provides numerous links to resources to enable education leads to plan for many eventualities.

What is dynamic lockdown?

Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of). It is recognised that due to their nature some sites may not be able to physically achieve lockdown.

Why develop dynamic lockdown?

The responsibility for safety of pupils sits with the education establishment, and a dynamic lockdown procedure is an enhancement of a fire or 'bomb threat' procedure. Considering the likelihood of an event, the current International terrorism threat level in the UK is at severe - an attack is highly likely. (www.gov.uk/terrorism-national-emergency.) Although school shootings in the UK are very rare, in July 2018 two Yorkshire schoolboys were convicted of plotting a 'Columbine Style Shooting.'. [https://www.huffingtonpost.co.uk/entry/yorkshire-schoolboys-who-planned-columbine-style-shooting-are-sentenced_uk_5b51f0f5e4b0de86f48c548d?guccounter=1]. There have been

several community issues local to schools in Cheshire where lockdown or other pre-planned safety procedure has been implemented to keep pupils & staff safe.

How to develop a dynamic lockdown procedure:

Below are links to key guidance documents, staff & pupil training resources that can be used to support leadership teams to formulate plans for their sites.

- **Dynamic Lockdown Planning Guide:**
 - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/478003/NaCTSO_Guidance_Note_1_-_2015_-_Dynamic_Lockdown_v1_0.pdf
- **Recognising Terrorist Threats:**
 - <https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat#introduction-personnel-security-training>
- **Stay Safe Training Film & Resources:**
 - <https://www.gov.uk/government/publications/stay-safe-film>
- **eLearning Resources:**
 - <https://www.gov.uk/government/news/act-awareness-elearning>
- **Protecting Crowded Places Planning Guide:**
 - <https://www.gov.uk/government/collections/crowded-places>
- **Planning For Bomb Threats**
 - <https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>
- **Linking With National Curriculum:**
 - Utilise free lesson plans & resources:
<http://www.npcc.police.uk/CounterTerrorism/actforyouth.aspx>
- **Engaging & Supporting Students & Parents:**
 - Use available resources to support talking about terrorism with children e.g
<https://www.nspcc.org.uk/what-we-do/news-opinion/supporting-children-worried-about-terrorism/>

Support From Cheshire Police:

Although Cheshire police staff will not be able to review individual plans in detail, we can offer the below support:

- On request, a site visit from a 'Design Out Crime Officer' to assess physical security via crime.reduction@cheshire.pnn.police.uk
- On request from very large sites, advice from Counter Terrorism Security Advisor via ctsa@cheshire.pnn.police.uk
- Support to large training events to explain/demonstrate what the armed police response would entail available on request via David.Price@cheshire.pnn.police.uk.
- Invitation to JESIP Joint Agency training events on request via Richard.Reeves@cheshire.pnn.police.uk
- Specific support with academic, pupil or safeguarding matters from a local 'Youth PC' or 'Youth PCSO', via co-ordinator Amy.Fletcher@cheshire.pnn.police.uk
- General engagement with your local Policing team via our website <https://www.cheshire.police.uk/local-policing/>