

LOCKDOWN PROCEDURES

Cayton Primary School

General Statement

Lockdown is the term given to protecting children and staff by keeping them indoors, in their classrooms or other safe locations. An example of when a lockdown may be appropriate would be in the event of a direct physical threat to staff and children by an armed person in or around the site premises.

In most cases this would be a precaution, on notification by the Police, of a threat in the community (Melsonby, 2010/Cumbria 2010). Very occasionally, a threat is present inside the site (Dunblane Primary Site, 1996).

Two levels of lockdown are provided in this document.

Emergency Lockdown and Invacuation Procedure 2024-25

Invacuation might be required if:

- There is local air pollution due to a nearby fire or chemical release.
- There is a dangerous animal (usually a dog) in the grounds.
- There is an incident or civil disturbance in the area that might affect the school.

Lockdown might be implemented if:

- There is an aggrieved, disturbed or intoxicated person trying to gain access to the school (this could be a parent or a stranger).
- There is an intruder on the site.
- There is an internal threat from a student.

Should an emergency occur whilst the children are outside within the school grounds, the staff on duty are to follow the following procedure to get the children into the building as quickly and as safely as possible for a lockdown situation.

1) On identifying a risk to any member of the school community, the member of staff on duty is to blow a whistle – 5 long blows. This indicates to the children that they are to make their way to the SCHOOL MAIN BUILDING via the nearest entrance as quickly as possible in a safe manner.

Year 5 and 6 are not to use their classrooms as there are too much exposure of the classrooms through windows and doors unless there is no escape to the main building where classes will stay in their own building and children will be sheltered to the best they can by staff.

2) The member of staff is to ensure that all children have entered the building and the playground is clear.

3) Member of staff is to ring the office, who in turn will notify all classes, kitchen staff and Buttercups of a lockdown situation starting with Year 5 and 6 so they can make their way to the main building. Staff to check toilets in the Year 5/6 block before leaving. Both classes to enter the main building via the Y1 corridor.

4) ALL classroom windows and doors are to be shut and locked by a member of staff in each classroom and curtains/blinds are to be drawn. Corridor/cloakroom doors are assigned to each classroom:

- KS1 toilet area – Year 5/6 member of staff to check once classes have entered main building.
- SEN room – Y3 member of staff to check.
- Art room and Y3/Y4 cloakroom – Y4 member of staff to check
- ICT room – Y2 member of staff to check.
- Kitchen door – Kitchen staff to check.

5) Teachers are to bring all the children to the hall in the same way they would as an assembly. This is to ensure that all children are away from windows/doors.

6) Teachers are to do a roll-call of all children in the class (Office staff to bring registers to the hall for roll-call). Should a child be missing after roll-call, a sweep is to be completed of the main building. Nobody is to compromise the security of the building by leaving the main building.

7) SLT to sweep the main building to check all doors and windows are secure.

8) SLT take the necessary steps to identify the appropriate services.

9) Children are to remain in the hall until the threat has passed and parents are to be informed and given guidance through the communication channels of the school (Class Dojo and ParentPay). This will be updated on a regular basis to reassure parents and keep them informed.

10) Should the fire alarm sound during a lockdown, fire procedures will take precedence to ensure the safety of the children and are to leave via the nearest and safest way. EYFS fire door/ Main reception door. In this instance, all children will meet on the playground in the usual fire meeting points.

Advice for parents during a lockdown situation

- Don't contact the school as this could tie up the phone lines and interfere with calling the emergency services.
- Don't go to the school in person, as you might get in the way of the emergency services and even put yourself in danger.
- Wait for the school to contact you about when it's safe to collect your child, and where from.

Whilst we understand this may be upsetting for children, staff will make every effort to minimise stress throughout the lockdown should it ever be needed.

Practices will be carried out twice annually and recording in the Health and Safety folder. Parents will be informed of these practices to talk to the children about the procedure to minimise uncertainty and stress. These practices are designed so that children are familiar with the procedure, but at the same time, so they know exactly what to expect should an event occur and in turn will be calmer during the lockdown.

Partial Lockdown

- This may be as a result of a reported incident to the site or an occurrence that is happening within the site premises.
- Civil disturbance in the local community with the potential to pose a risk to staff and children in the site.
- It may also be as a result of a warning being received from a recognised emergency service regarding the risk of air pollution, etc.

Alert to staff: 'Partial Lockdown' or an agreed code word that all members of staff recognise and understand to begin the procedure. (A means of communicating the alert to duty staff at break times is required without fail).

Immediate action:

- All outside activity to cease with immediate effect, children and staff to return to the building in a swift and safe manner.
- All staff and children remain inside the building and **all** external doors and windows are to be locked until further notice. Nominated members of staff that are not directly supervising children are required to perform the task if appropriate to ensure the ongoing safeguarding of the children.
- Children / staff and visitor register will be taken – the office will contact each area in turn for an attendance report.
- At the discretion of the responsible person, free movement within the building may be permitted dependent upon the known information or continued reporting of the incident / circumstances.

Each situation is unique and presents differing on-going challenges. Once the children / staff and volunteers etc. are accounted for the responsible person will conduct an on-going dynamic risk assessment basing their decision making primarily on advice received from the Emergency Services. All staff will be updated when applicable, and a written evidence log will be maintained throughout should it be required at a later stage. 'Partial Lockdown' is a precautionary measure and should be recognised that it places the site in a state of readiness (whilst retaining a degree of normality), should the situation be further reported to have escalated.

During the Partial Lockdown procedure, staff will maintain agreed open lines of communication and must not make unnecessary calls until further notice as this may delay the information sharing process to and from the responsible person.

In the event of an Air Pollution Incident being reported, all air vents should be closed / covered (where possible within the premises. If this is not possible, the children / staff should be relocated from the room initially and a further decision is to be made by the responsible person regarding the appropriate room to relocate to and remain.)

The responsible person will remain in contact with the appropriate Emergency Services team(s) and will make future dynamic risk assessment decisions with the assistance and advice of professional bodies regarding the prevailing threat. An evidence log should be completed, should it be required at a later stage.

Further notes regarding wording for Cayton School.

In some cases, a partial lockdown may be required. This could be due to air pollution, spraying by the farmer in the adjacent fields or other minor issues. Once reported by a member of staff, the office manager is to call the internal phones of all those affected.

The wording will be:

PARTIAL LOCKDOWN and teachers are to remain in classrooms until the all clear is given.

Should a class need to move to a different area of the school, the office manager will use the wording

PARTIAL LOCKDOWN – HALL indicating where the class are to congregate.

Full Lockdown

This signifies an immediate threat to the site and may be an escalation of a partial lockdown or a spontaneous incident / event or occurrence in or near to the premises.

Alert to staff: 'Full Lockdown' or an agreed code word that all staff recognise and understand to begin the procedure. (A means of communicating the alert to duty staff at break times is required without fail).

Immediate action:

- All children / staff, volunteer's etc. are to rendezvous immediately to a pre agreed area of the premises known by all staff that can ideally accommodate the maximum role numbers. e.g. (Classroom, tutor room, Sports / assembly / dining hall).
- All external doors are to be locked immediately. Classroom doors locked if applicable. Nominated members of staff that are not directly supervising children are required to perform the task if appropriate to ensure the ongoing safeguarding of the children.
- All windows are to be locked, and blinds drawn, (if applicable). Children encouraged to remain quiet and remain out of public glare, (e.g. under a desk or around a corner) until further notice.
- Children / staff and visitor register will be taken – the office will contact each area in turn

for an attendance report.

Each situation is unique and presents differing on-going challenges. Once the children / staff and volunteers etc. are accounted for the responsible person will conduct an on-going dynamic risk assessment basing their decision making primarily on advice received from the Emergency Services. All staff will be updated when applicable, and a written evidence log will be maintained throughout should it be required at a later stage.

The lock down procedure will remain in force until it has been established from a member of the Emergency Services that the incident has been successfully resolved and no further risk is posed to the welfare and safety of the children / staff etc. At any time during the lockdown, if the fire alarm sounds an evacuation of the building is required.

During the lockdown procedure, staff will maintain agreed open lines of communication and must not make unnecessary calls until further notice as this may delay the information sharing process to and from the responsible person.

Examples of using discreet communication methods should they be necessary to update the emergency services:

- Staff have access to an internal e-mail/instant messenger system that they can access to inform and await further instructions. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet.
- 'Parent mail,' staff may be put into a defined user group. This could then lead to communicating instructions via text message in an emergency.

Communication between parents and the site

Site Lockdown procedures, especially the arrangements for communicating to parents, should be routinely shared with parents / guardians either by newsletter or via the site's website.

Should a Lockdown occur, it is advised that developments are communicated to parents / guardians as soon as is practicable and in some cases in agreement with the emergency services and the most senior member of staff overseeing the incident. Parents will naturally be concerned, anxious and all accurate information releases will assist to alleviate undue anxiety.

Parents / guardians should be given enough information to enable them to understand the potential outcome and when possible time frames so that they:

- Are reassured that the site / emergency services understands their concern for their child's welfare, and that everything possible is being completed to ensure their safety.
- Parents / guardians must be made aware to refrain from directly calling the site's office. Calling the site will tie up telephone lines that will be required to be used by the responsible person and the emergency services.
- Parents / guardians must refrain from initially attending the site. This may interfere with the emergency provider's access / investigation and may put themselves and others in danger.
- Parent / guardians must wait patiently until a safe and satisfactory outcome has been achieved and agreed by all parties, where a designated safe area will be identified for the safe handing over of the children to their parents / guardians.

During the initial "breaking news" of the incident it is vital that all parents are re assured regarding the welfare and safety to their children is paramount and that the matter is being dealt with by the emergency services and NYCC jointly to resolve the matter as soon as possible with little impact

to the children and the wider community.

However it must also be stressed that at this time **“the site is in a full lockdown procedure. During this period the switchboard and entrances will be un-manned, external doors will be locked and no person is allowed in or out of the premises until further notice.**

Further notes regarding wording and rendezvous points

FULL LOCKDOWN

In some cases, a full lockdown may be required dependent on the scenario, severity and likelihood of an issue arising. If the risk of moving to the hall (Designated safe point) is too great, children must lockdown in classes and staff are to ensure that the risk level is at a minimum at all times.

In this case, the office manager will ring the following classrooms:

Year 5 –member of staff to inform Year 6 (adjacent classroom)

Year 3 – member of staff to inform Year 4 (adjacent classroom)

Year 1 - member of staff to inform Year 2 (adjacent classroom)

EYFS

Each scenario will be different and will require different lockdown procedure. However, the wording will be consistent for all staff:

FULL LOCKDOWN followed by a rendezvous point OR CLASSROOM to indicate to remain in situ.

The above procedure is to be followed by all staff regarding the securing of the site.

If a full lockdown is signalled, all teachers must follow the lockdown procedure until indicated.

Emergency Services

It is vital that the communication lines remain open to the Emergency Services at all times, they are best placed to offer advice / assistance as a situation develops. A decision may be taken to cordon off the premises partially or as a whole by the Emergency Services. This will be dependent on the severity of the incident that has led to a Lockdown procedure taking effect.

The emergency services will support the responsible person and NYCC in the decision making processes and the timing of communication to parents, the press etc.

Should a prolonged lockdown incident occur, North Yorkshire County Council and its partners have the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area and other pre-determined facilities.

Post Lockdown

Further assistance will be provided by North Yorkshire County Council and its partners in dealing with the effects of the incident to all persons involved.

Signed:	<i>M. Taylor (Health and Safety Lead)</i>
Date:	6.9.24
Review Date:	6.9.25

See below for full lockdown procedures and for specific event lockdowns linked to the details above.

Signed _____ (Headteacher)

Signed _____ (Health and Safety Lead)

Signed _____ (Chair of Governors)

Policy ratified by the Governing Body on _____

Policy shared with staff on _____

Policy shared with Parents on _____

Policy to be next reviewed on _____