

Dulwich Hamlet Educational Trust
The Belham Primary School

Lockdown Policy



Developed in conjunction with staff

Approved by the LGB during the term: Summer 2018

Next Review date: Summer 2020

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Lockdown Policy

Introduction

A dynamic lockdown is the ability to quickly restrict access & egress to a site or building (or part of) through physical measures in response to a threat.

Although a Lock down Policy is not statutory, it is sensible for schools to consider the need for robust and tested lockdown procedures.

Lockdown procedures should be seen as a sensible and proportionate response to any incident which has the potential to pose a threat to the safety of staff, pupils and members of the public.

In drawing up our Lockdown Policy and procedures, we have taken guidance from published information on the National Counter Terrorism Security Office.

In addition, the majority of school staff took part in awareness training on 4th June 2018 to ensure that staff contributed to developing this policy.

School Security

In developing a viable and robust lockdown procedure for **The Belham Primary School** we have in place:

- Access Control on all perimeter gates –video entrance
- CCTV cameras covering key entrances and exits
- Walkie Talkies
- Internal phones on all floors and in key rooms
- Teacher mobile phones
- 'Team conversations
- Scholar Pack staff Text Messaging
- Locks on all doors from the outside
- A code phrase known to all staff

Lockdown Procedure

All adults have a duty to protect children to the best of their ability and to respond to a situation calmly, in the best way they can. In doing so they are also trying to keep themselves as safe as possible.

Through the above measures, every effort has been made to make the school safe. The Lockdown Procedure will be activated **only** if these measures are breached and there is an intruder/s on the school site or within the vicinity of the school site, with the potential to pose a serious risk to staff and pupils.

In order to initiate the lockdown procedure, key staff have been identified:

Liz Cohen Head of School
Alison Sprakes Assistant Head
Louis Simeonidis Premises Manager
Tom Turnham Head of KS2
Karen Smith School Business Support Officer
Claire Connor/Catherine Malecki/ Janiece Callendar Admin Officers

In devising the lockdown procedures, it is not possible to cover every eventuality. How we respond to a situation will be determined by the circumstances, including where staff and children are located on the school premises at the time of the incident, and by any additional information we may have.

Lockdown if the threat is external such as:

- Violent or unstable individual in the school vicinity, terrorist threat/attack in the area, unknown device or package, extreme weather conditions causing danger to life,
- In any of these examples, we would anticipate being contacted by the police to alert the school to the imminent danger.

Staff will be alerted to the activation of the lockdown procedure:

Codeword: xxx xxx OUTSIDE STAY PUT

The initial communication would be voice –office staff responsible for informing all floors through actual direct alert, by moving through building and alerting premises team, using voice and walkie talkies.

All outside activity should cease immediately, pupils and staff should return to the building

On hearing the phrase they should remain calm and reassuring, and remain in their classrooms or the classroom space that they are currently occupying. An assigned “sweeper” would ensure that children outside classrooms such as toilets, group rooms or corridors were expected to return. If necessary, the child would go to the “nearest” classroom. ‘Teams’ would be used as a continuing communication channel -with office keeping staff informed of police updates.

When the all clear is issued by the police, this will be communicated to all staff via voice. Children would be provided with a brief explanation that they were safe and this was a precautionary measure.

Lockdown if the threat is internal such as:

- Unknown individual with weapon, unknown suspicious package
- Child behaving in such a manner that adults cannot contain them

Any member of staff will immediately call 999 with name and locations of school, if the threat is judged to warrant lockdown

Staff will be alerted to the activation of the lockdown procedure:

Codeword: xxx xxx INSIDE STAY PUT

The same procedure should be followed as previously described, but in addition, staff in charge of children should take extra precautions to place a physical barrier in front of the exit, such as tables and chairs. Children should be advised to remain silent and hide below tables, which should be moved to provide a barricade (see below).

Classroom lockdown

- Remain calm and reassure children
- Block doors
- Get the children to lie flat on the floor underneath tables (only if the threat were inside the school)
- Secure the windows and pull down blinds
- Move away from doors and turn off lights if possible
- If possible, open e-mail, teams or access mobile phones ready to receive any instructions by group e-mail or group text from Scholar Pack
- Once in lockdown mode, if possible, staff should notify the office immediately of any pupils not accounted for via mobile phone/email
- The school office maintain communication with the Emergency Services

Alternatively – if evacuation to the exterior is safer than staying put

- Fire alarm sounded by the first person to put the school onto lockdown procedures, accompanied by voice communication:

Codeword: xxx xxx INSIDE EVACUATE

- If in the playground, staff should evacuate children immediately via the main gate on Bellenden Road which is on access control. Children will need to be escorted along Bellenden Road going towards Avondale Rise. They should make their way to the Copleston Centre.
- Take a “register” check as soon as safely possible
- If in the main hall evacuate via the double doors to the playground and follow the above procedures
- If in the first floor PE Hall, through the barn door and down the external steps, closing the door behind if possible.
- The only signal for all clear will be verbally from a designated lockdown initiator (named above) or via a member of the emergency services visiting the room.

If a situation arises where an adult discovers possible danger from an intruder and no alarm has been sounded then they must seek to remove children from the imminent threat taking the best course of action available at that moment. If they are able to, they should alert others as quickly as possible and call the Emergency Services.

Other emergency procedures that do not require a dynamic lockdown:

These would be put in place to respond to situations that do not warrant a dynamic lockdown. These could include:

- Civil disturbance in the local community with no immediate threat to the school
- Warning of an environmental risk such as air pollution (smoke plume, gas cloud etc.).

The use of the Lockdown procedure would not be applied to these types of emergencies as there would be time to communicate specific information to staff and take appropriate action as follows:

- All outside activity should cease, pupils and staff should return to the building
- All staff and pupils remain in the building with external doors and windows locked closed
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.

Once all staff and pupils are safely inside and the school secured, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

Communication between parents and the school

School lockdown procedures will be shared with parents by newsletter, minimising any suggestion that the risk of this is considered high.

In the event of a full lockdown or other emergency procedure **school leaders will take advice from the emergency services** about when to communicate the situation to parents. The school will be mindful of the need to keep parents safe, to reassure them that all efforts are being made to keep their children safe and to provide regular updates via text once the situation has been explained.

Parents should be given enough information so that they:

- Are reassured that the school understands their concern for their child's welfare and is doing everything possible to ensure their safety
- Not call the school to keep lines open
- Do not come to the school

- Wait for the school to contact them about when it is safe to collect their children, and where this will be from
- Are aware of what will happen if the lockdown continues beyond school hours

Training

All staff will receive training on the Lockdown Procedures and this will be included in the Induction Policy and Procedures.

Review

This policy will be reviewed every two years or earlier, if the need for a change in procedures is advised by external professionals or legislation.

In summary:

- ✓ Call emergency services or follow instructions of emergency services
- ✓ Use Code Word so that everyone knows nature of threat and what to do –follow simple procedures
- ✓ Remain calm and quiet –your job is to look after the safety of the children in your care
- ✓ Wait until the all clear is given by the appropriate individual
- ✓ Codeword has been shared internally.