



# Lime Tree Primary Academy

BRIGHT FUTURES EDUCATIONAL TRUST

## Lockdown Policy

Date	Review Date	Coordinator	Nominated Governor
Mar 2022	Mar 2025	Clare Larkin	Daniel Jagger

### Introduction

It is now possible to envisage circumstances where the school may wish to lock itself in, to secure staff and students from an outside threat. This circumstance is described as a 'lockdown'.

All schools should consider the need for robust and tested school Lockdown procedures. Lockdown procedures should be seen as 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. Procedures should 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.) or chemical, biological or radiological contaminants. A major fire in the vicinity of the school.

### Definition;

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 injury or harm on site (or part of).

**It is recognised that due to their nature some sites may not be able to physically achieve complete lockdown**

### Procedure

If a lockdown is declared the measures described in the Lockdown Policy will be followed.

- Following receipt of Information / Intelligence regarding a threat to persons on site at the School
- HT and/or staff to assess information and source. Quickly assess if threat viable. **Sound dedicated Lockdown klaxon. Ring 999**
- Secure Perimeter.
- Secure Main Entrances, use Shutters and Internal Blinds
- Set up Operations Room in Designated Office, and inform staff that school going into Lockdown

- Assemble Incident Team (SLT) in office to spread Lockdown decision by:
- Lockdown Tone/alarm, Phone message from Main Office to all classes, and Verbally on corridors.  
**Communication is key**
- Text to all staff members Mobiles
- Message to all IT equipment in Building (if possible)
- **Any other communication methods available (Loud Hailer, email, Nexus wireless alert system, P.A)**
- Identify team member to record all decisions taken. (Including list of numbers on site and locations at time of incident)
- Consider implementing a command and control strategy using the **STO** system. **Practice of roles essential for live incident.**
- **STRATEGIC** is in overall control of the organisation's resources at the incident and will formulate the strategy for dealing with the incident. (**Head, Deputy, SLT**)
- **TACTICAL** manages tactical implementation following the strategic direction given and makes it into sets of actions that are completed by Operational Team.  
**(Staff in Operations room / Main Office)**
- **OPERATIONAL** directly controls an organisation's resources at the incident and will be found with their staff working at the scene (**Teachers, T.A, all other staff on duty, Site Manager, Maintenance team**)

**IT SHOULD BE BORNE IN MIND THAT AN INCIDENT COULD OCCUR THAT ALLOWS NO FORWARD PLANNING. EVEN SO THE FOLLOWING IS STILL ACHIEVABLE**

### **Staff Areas of Responsibility.**

On receipt of the command to 'Lockdown' whether via text message, word of mouth, klaxon, or other, the first priority for staff and students is to ensure they are out of harm's way as quickly as possible.

Individuals should remain in the part of the building in which they are situated, move to the closest secure area and where possible, lock or barricade the doors to that area. This should be the classroom they are presently in, or closest to.

The second priority is to assess whether anyone is injured and the severity of injuries. Take appropriate measures to assist the injured without compromising the safety of yourself or others.

Staff on duty, to check the immediate area instructing all persons to get into the nearest available safe rooms in that location.

Staff in those rooms should endeavour to keep students calm. Speed is paramount. Having done the check, staff should get in their classroom.

Lock the doors and windows into the room if possible. If it is not possible to lock them, place furniture and/or equipment in front of them to barricade them.

It should be noted that some doors may open into the corridor for fire regulations. In such situations use whatever means possible to try to restrict entry to the room including:

Placing furniture and equipment in front of the door.

Closing blinds in all rooms.

Lock internal doors where possible, or wedge shut.

Covering any glass panels in the doors and any windows if possible.

Move away from doors and windows. Get down and stay close to the floor. Conceal self and students in safest area of room, away from doors/windows using furniture, layout of room for cover if possible.

Remain quiet so that any exterior threat will believe that the room is unoccupied.

Turn off any lights where possible. Staying still will help to keep the lights off where classrooms are equipped with motion sensors that activate lighting.

Turn off any audio/visual equipment that would indicate the room was in use.

## **USE Mnemonic - A L O C K D O W N**

**(see Dynamic Lockdown Checklist) – Annex 1**

### **Throughout the lockdown, the following processes should be adhered to:**

Follow the instruction of Staff and the Police or other emergency workers. Do not respond to requests to open the door unless you are sure that it is facilities staff or emergency response personnel. (e.g. recognised code word) as discussed in training. **9.10.19**

Do not contact the Operation Room unless you have information relating to the situation, or it is linked and felt useful.

Staff are to keep their mobile phones on but switched to vibrate. Vibrate for all

### **Disregard the fire alarm system unless otherwise informed.**

Staff, students and any other occupants are to remain in the secure location until notified through the Communication System that the Lockdown has ended and you are notified by appropriate personnel on what actions to take.

### **Outside a Building**

Not all students and staff will be inside the building when an Incident occurs. If you are outside the building and receive the command to Lockdown through any element of the Communication System, follow the steps outlined below:

### **DO NOT ENTER ANY BUILDINGS ON THE SITE IF NOT SAFE/TIME TO DO SO**

Move as far away from Site/ buildings as possible and seek cover / shelter. **St Francis Church or Tesco**

### **Go to pre-determined RV Point**

Co-operate with emergency response officials if required to do so.

Leave the site if possible in a safe, calm and orderly manner from nearest / safest exit.

Do not congregate on street near gates, reception etc. Keep moving out of area.

Update Main office, SLT re location status and numbers

### **Actions during 'Lockdown'**

During the incident, staff in the Main office (or any staff in a position to do so) need to control the situation as professionally as possible, they will:

Stay on the line and continue to provide information as requested by the 999, emergency operator.

Describe to the emergency services the situation based on the information provided in the initial phone call received from the observer/reporter of the Incident.

Identify/describe any injured and the severity of the injuries.

Document of times and events relating to the incident presented to the Police on their arrival.

### **Arrival of Emergency Personnel**

The Police are responsible for responding to and investigating major Incidents. During a major incident, the police will assume command and control of the response and investigation.

Once the Police or other emergency personnel arrive on the scene, they have ultimate command of the incident. Staff, students and other occupants must provide full co-operation and follow Police direction. The Police will control access to and exit from the school site and its buildings.

## Remember

Staff, students and other occupants need to be aware that any part of the site may contain crime scene evidence. They should avoid unnecessary tampering with or disturbing evidence. All objects should be left exactly as they are in order to protect the crime scene for police investigations. Staff should discourage others from disturbing potential evidence and the area should be isolated.

## Lifting Lockdown

Lockdown will be lifted as soon as it is safe to do so. The lifting Lockdown will be sanctioned by the Police (if they have been in control) or by the Principal.

**When all clear a message will be sent as per Initial warning methods or agreed code word. As discussed and shared during training.**

**At an appropriate time-post incident, arrange Debrief. This should include all parties involved, including if relevant, Emergency Services, and any other agencies affected.**

Where necessary, make decision to notify the media regarding the building closure and it's re-opening.

## Once the police have confirmed Safe to do so;

Gather all pupils and staff to safety a full roll call should be conducted at appropriate location. Staff and visitors will be checked against the staff and visitors register as per a fire drill. The SLT should be alert to parents wanting to check their children and media attention.

The police will provide assistance in this area, but a system of alerting parents should be agreed after the incident by the SLT.

If all children are safe and accounted for a brief update can be prepared. If children are missing then a more sensitive approach will need to be adopted, and the police will assist with this.

All staff should be prepared to write statements of the event as soon as they are able.

**There now follows specific site advice should Lockdown be activated at Lime Tree Primary School**

## Outside Building

- All foot gates should be locked were practicable. If time to do so, and safe, the main vehicular access gate should be secured, especially if the intelligence involves vehicle related threat.

## Front Office

- If advance warning of threat, SLT team to gather in designated office to co-ordinate Lockdown.
- Ensure external door and access door reception to corridor locked.
- Close Blinds on outside windows.
- Ensure glass reception windows locked, and provide visual cover.
- Stay in touch with staff on site were possible, confirming Lockdown occurring.
- Stay on phone to emergency services.

## Training Room

- Pull Blinds
- Lock door
- Turn off lights
- Phones to vibrate only

## Meeting Room

- Pull Blinds
- Lock door
- Turn off lights
- Phones to vibrate only

### **Finance Office (possible Incident room)**

- Pull Blinds
- Lock door
- Turn off lights
- Phones to vibrate only

### **Tree Tots Nursery**

- Pull Blinds
- Activate shutters (if safe)
- Lock door

### **Sensory Room/Intervention room**

- Pull Blinds
- Lock door

### **Main Hall**

- Pull Curtains and Blinds
- Lock doors (see Recs)

### **Well-being room**

- Pull Blind (see Recs)
- Lock door
- Turn off lights
- Phones to vibrate only

### **Dining Hall**

- Lock door (can be over ridden by fire button) If threat inside school, go to Art Room.

### **Kitchen**

- Close servery shutters
- Lock doors

### **Art Room/Dining**

- Lock 3 doors (see Recs)

### **Food Tech Kitchen**

- Lock Doors

### **Assistant Headteacher Office**

- Pull Blinds
- Lock door
- Turn off lights
- Phones to vibrate only

### **Storage Room**

- Lock door

### **Head of School Office**

- Pull Blinds
- Lock door
- Turn off lights
- Phones to vibrate only

### **Double glass doors to Avenue**

- Lock doors

### **Staff Room**

- Lock door
- Turn off lights
- Close blinds
- Phones to vibrate only

### **Nursery, Reception T & L**

- Lock doors (see Recs re Zones and Locks)
- Pull Blinds inc toilets
- Close windows
- Cover glass
- Turn off lights
- Lock outside gate, if safe to do so

### **Key Stage 1 Zone (see Recs re Zones & Locks)**

#### **1L,1T,2L,2T**

- Lock doors
- Pull Blinds inc toilets
- Close windows
- Cover glass
- Turn off lights
- Lock outside gate, if safe to do so

### **Lower Key Stage 2 (see Recs re Zones & Locks)**

#### **3L,3T,4L,4T**

- Pull Blinds inc toilets
- Lock doors
- Close windows
- Cover glass
- Turn off lights
- Lock outside gate, if safe to do so

## Upper Key Stage 2 (see Recs re Zones & Locks)

### 5L,5T,6L,6T

- Pull Blinds inc toilets
- Lock doors
- Close windows
- Turn off lights
- Lock outside gate, if safe to do so
- Cover glass

### Forest School Building

- Lock door
- Turn off lights
- Cover glass

### Off-site staff and pupils (see Recs)

- Stay away from site. On receiving instruction, go to designated RV Point and wait for update.

### Training your staff

Due to the fast-moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively.

Ensure all staff are familiar with principles of “Stay Safe”

<https://www.gov.uk/government/publications/stay-safe-film>

Ensure staff know what is expected of them, their roles and responsibilities.

Check staff understanding.

Regularly test and exercise plans with staff. Once a year, whole staff in INSET, during induction for new staff, in phase meets once a term (more if new staff)

Regularly refresh training (see above)

Debrief all inputs/training and exercises which provides an excellent learning tool for future scenarios.

## Role of the Governing Body

The Governing Body has:

- responsibility for the effective implementation, monitoring and evaluation of this policy

## Role of the Head of Academy

The Head of Academy will:

- ensure that the nominated member of staff is suitably trained, has sufficient time to undertake their role and an adequate budget to purchase any equipment required;
- monitor and evaluate this policy

## Monitoring the implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed every 36 months or when the need arises by the coordinator, the Head of School and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for the improvement will be presented to the Governing Body for further discussion and endorsement.

<b>Head of School:</b>	Clare Larkin	<b>Date:</b>	23 <sup>rd</sup> March 2022
<b>Chair of Body:</b>	Dan Jagger	<b>Date:</b>	23 <sup>rd</sup> March 2022

Annex 1 –

### Dynamic Checklist

- **A**ssess Threat and Risk
- **L**ock Doors
- **O**perate Lockdown Alarm
- **C**omputers / Lights OFF

- **K**eep Windows and Blinds Closed
- **D**own Low and Hide
- **O**n with your Phone - Call 999
- **W**ait in Silence
- **N**ever Reveal until Safe  
(Code or Police)

