



# **Billingham South Community Primary School**

Everybody Prepared and Inspired to be the Best we can be.  
Excellent Relationships.  
Excellent Classrooms.  
Hearts in Billingham and Eyes on the World.

## **Emergency School Lockdown Policy**

**September 2024**

## **RATIONALE**

Emergency 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 children and staff in the school. They may be activated in response to any number of situations, but some of the more typical may include:

- A reported incident/disturbance in the local community, with the potential to pose a risk to staff and children in the school;
- An intruder on the school site, with the potential to pose a risk to staff and children in the school;
- A visitor to the school site who becomes abusive or aggressive, with the potential to pose a risk to staff and children in the school;
- A warning being received regarding an environmental risk locally (smoke plume, toxic fumes);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog or animal roaming loose;
- A child who is unaccounted for or missing within the school site

## **Billingham South Community Primary School Emergency Lockdown Procedure**

The procedure has two stages as follows:

1. Partial Lockdown (secure the building) – In a partial lockdown staff and children should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, teaching and work can continue as usual. 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 children in the school. It may also be as a result of a warning being received regarding the risk of air pollution etc.

2. Full Lockdown – This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

- The Headteacher will determine the level of threat (SLT Member on duty in the absence of the Headteacher);
- The Headteacher will decide if full or partial lockdown is necessary.

Partial Emergency 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 children in the school.

It may also be a result of a warning being received regarding the risk of air pollution etc.

### **Partial Lockdown**

1. All outside activities to cease immediately
2. Children and staff return to building & a register to be taken
3. All staff and children remain in building and all external doors and windows are closed/locked
4. Free movement maybe permitted within the building dependent upon circumstances (in case of toxic alert this will be through adjoining doors only)
5. Staff should await further instructions, and remain in 'Partial Lockdown' mode until signal for all-clear is given by a member of SLT. Once all staff and children are safely inside, SLT will conduct an ongoing and dynamic risk assessment based on advice from the emergency services. This will then be communicated to staff and children. Partial emergency lockdown is a precautionary measure but puts the school in a state of readiness should the situation escalate.

### **Full Lockdown**

This signifies an immediate threat to the school and maybe an escalation of a partial lockdown.

The aim of a full lockdown is for the school and its rooms to appear empty.

1. All outside activities to cease immediately
  2. All children and staff outside to be brought into the nearest safe classroom (not main halls)
  3. All children and staff already inside to remain in their current classroom or office.
  4. External doors closed/locked
  5. Classroom doors, windows closed and curtains/blinds drawn. Doorways to be blocked if possible
  6. Children sit quietly out of sight lines of doors/windows (e.g. under desk or around a corner)
  7. Lights, smartboards and computer monitors turned off.
  8. Mobile phones turned onto silent.
  9. Staff should notify the school office by walkie-talkie or mobile phone to identify any children or adults not accounted for
  10. Staff should await further instructions, and remain in 'Full Lockdown' mode until signal for all-clear is given by a member of SLT \*
  11. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged
- NO ONE SHOULD MOVE ABOUT THE SCHOOL & NO STAFF MEMBER SHOULD USE THEIR MOBILE PHONES/DEVICES TO COMMUNICATE OUTSIDE OF THE SCHOOL UNTIL THE SIGNAL FOR ALL CLEAR IS GIVEN, UNLESS ASKED TO DO SO BY A MEMBER OF SLT.
- Staff to support children in keeping calm and quiet.
12. If it is necessary to evacuate the building, a code word will be communicated and everyone should leave the building via the nearest exit and assemble on the Fire Lines.

13. As soon as possible after the emergency lockdown teachers return to their classrooms and conduct a register and notify the School Office immediately of any children not accounted for.

### **Staff Roles**

1. School Office Manager to ensure that her office is locked and as appropriate, member of SLT to notify emergency services and LA.

2. Headteacher and/or Premises Manager to lock the school's front doors and entrances.

3. Individual teachers or most senior adult in the room to close classroom door(s) and windows. Nearest adult to check exit doors. Communication with parents

4. If necessary, parents will be notified as soon as it is practical and safe to do so via the school's established communication network – Set message: "Billingham South Community Primary School is currently in an emergency lockdown. Do not come to the school – this may put yourself in danger and block access for emergency vehicles. Do not try to contact the school as this may tie up phonelines and may prevent us from communicating with emergency services. Do not try to collect your child(ren) until we communicate that it is safe to do so. Children will not be released to parents during an emergency lockdown. If the end of the day is extended due to the emergency lockdown, parents will be notified and will receive information about the time and place children can be picked up from office staff (as soon as we are able to do so) or emergency services."

5. A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Emergency lockdown drills Emergency lockdown practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements. Review This policy and procedures will be reviewed annually as a part of the School's Health and Safety procedures.