

Greenmount Primary School

Soft Lockdown Procedure

Lockdown or Invacuation is the response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils. Procedures should aim to be a sensible, calm and proportionate response, keeping disruption to a minimum.

Lockdown procedures may be used in response to any number of situations, but some of the more typical may be:

- A reported incident / civil disturbance in the local area (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk of air pollution in the local area (smoke plume, gas leak etc.)
- A major fire near the school.
- A dangerous dog roaming near the school or a dog being loose in the school grounds.

Signals	
Signal for lockdown:	Verbal announcement of soft lockdown.
Signal for all clear:	In person / via telephone / via walkie-talkie

Lockdown	
Rooms most suitable:	Classrooms / Hall / Offices / Internal Corridors / Storerooms
Entrance points which should be closed and secured:	Doors (internal and external) Fire Doors All windows
Communication arrangements:	Main Building: Communication between offices and assistant head to remain open at all times. Only HT or DHT/AHT are to lift the lock down. Annex Building: Communication via phone in Dragonflies and Reception to remain open at all times. Only HT or DHT/AHT are to lift a lock down.

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Full soft lockdown procedure:

Alert to staff:

- Verbal notification of soft lockdown by walkie-talkie, via telephone or in person.

Immediate action:

Upon hearing the announcement head indoors.

1. **Ensure all pupils and visitors are inside the school building.** If you are outdoors with your class move towards the nearest available room and secure the area.

If you are inside but not in your classroom (e.g. In the hall) stay where you are and secure the area.

Office staff may lock down where they are – no further visitors will be allowed to enter school.

2. **Securing the area:**

- Close and lock all windows and doors.
- If advised – draw curtains and blinds.
- Take a register or head count. Ensure children feel comfortable.
- Continue working as normal.
- Prepare to be indoors for an extended period.

3. **Office staff** to secure the area and call the emergency services (1 call for each emergency service required, including Crisis line: 0113 378 3645.)

4. The lines of communication between offices is to remain open, one line is to be kept available to enable outside communication.

5. In the event of the fire alarm sounding, remain where you are until advised to evacuate by the SLT in person or via walkie-talkie.

6. Staff and pupils are to remain in lockdown until it has been lifted by a member of SLT or the emergency services.

7. During a lockdown, parents will be texted the following “School locked down due to ... Children safe. Please DO NOT call the office or come to school.”

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After lockdown:

1. In the classroom– classroom activities can continue as normal.
2. Once lockdown is over, parents may be texted to collect their children from the playground or as reassurance (in the case of a minor incident).

The aim of a soft lockdown is to ensure all children, staff and visitors remain indoors for an extended period of time but continue to work as normal. Advice will be given on movement around school during the initial stages of the lockdown but may be subject to change as the situation develops.

Lockdowns will be practised once per term and an assessment will follow (paperwork to be kept in the Fire Folder with the fire drill assessments). This policy and its procedures may be amended after such assessments.