

Greenmount Primary School

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)
- An intruder on the school site (with 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:	The lockdown siren.
Signal for all clear:	In person / via telephone / via walkie-talkie

Lockdown	
Rooms most suitable:	Classrooms / Internal Storerooms / Offices
Entrance points which should be secured:	Doors (internal and external) Fire Doors All windows
Communication arrangements:	Communication by phones between offices and by walkie-talkies across the school. Staff must wear headphones when using walkie-talkies. Only HT or DHT/AHT are to lift the lock down.

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Full lockdown procedure:

Alert to staff:

- Lockdown siren will sound.

Immediate action:

Upon hearing the alarm.

1. Ensure all children and adults are inside the school building.

Anyone outdoors should move towards the nearest secure room. Staff must check the corridors and toilets for children/visitors.

Children or staff in shared areas are to be brought into the main classroom.

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

No further visitors will be allowed to enter school.

2. Secure the area.

- Close all windows and doors; draw curtains or blinds.
- Turn off lights.
- Children to stay seated at tables or on the carpet.
- Take a register. Ensure children feel comfortable.

3. Office staff to 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 the Headteacher, DHT, a member of the SLT or the emergency services.

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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.”

After lockdown:

1. In the classroom children can return to their usual work – teachers may wish to conduct a PSHE lesson to discuss what happened or if children feel uncomfortable.
2. Once lockdown is over, parents may be texted to collect their children from the playground or as reassurance.

Things to consider:

- If you have no window coverings but have access to a secure area then move into it.
- Children and adults may find the lockdown distressing but it is important to stay calm. The aim of Lockdown drills is to minimise distress.
- You may be given further instructions by the HT or DHT depending on the severity of the situation.
- Holiday school openings – During school holidays the school will be open for cleaning, maintenance and for classroom preparation. All persons on site should make their presence known to the caretaker and sign in at the office. Upon leaving they should inform the caretaker/office they are leaving.
- At lunchtimes or break times children will be encouraged to enter the nearest secure building.
- If you see something unusual and think the school should be in lock down communicate to the Headteacher or office.

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.