

Springfield School



Lockdown Procedures - Summer 2023

INTRODUCTION AND RATIONALE

All of our pupils have Special Educational Needs and Disabilities, many have autistic spectrum disorders; they can have greater difficulty than other pupils with social understanding and communication. Therefore, it is essential that this policy is implemented consistently to support all pupils and maintain physical, social and emotional development and ensure a safe environment.

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 minimize any 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)
- A major fire in the vicinity of the school

Signals

Signal for lockdown: Communication by verbal communication or via mobile phone communication

Signal for all-clear: Verbally from designated person via verbal communication or via mobile phone communication

Lockdown

All classes to remain in own classrooms

Entrance points (e.g. doors, windows) which should be secured include:

External doors

Fire Doors

Internal doors

All windows

Blinds pulled down

Lights off

Communication arrangements

Verbal communication or via mobile phone communication

Notes If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Initial response checklist- lockdown (e.g. in response to an intruder in the school grounds)

L1 Ensure all students are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety by staff member with them. Pupils to take cover under their desks, where possible.

L2 Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building

L3 Office/SLT to phone 999. Dial once for each emergency service that you require

L4 Office/SLT to inform The Meadows School on 01538 225060 for any assistance. The Meadows School to inform the DSL and Family support Team. Greenfield House Residential home (next door) to be notified of situation 01538 332200.

L5 Check for visitors and alert them not to visit

L6 Ensure people take action to increase protection from attack: Block access points (e.g. move furniture to obstruct doorways) Sit on the floor, under tables or against a wall
Keep out of sight Draw curtains / blinds Turn off lights
Stay away from windows and doors

Teachers to be responsible for the class they are teaching when a lockdown is announced.

L7 Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access

L8 If possible, check for missing / injured pupils, staff and visitors.

L9 Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

- Staff will be alerted to the activation of the plan through their mobile phones or verbal instruction.
- Pupils who are outside of the school buildings must be brought inside as quickly as possible, unless this endangers them and others. If children remain outside they will hide with staff as instructed.
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked).
- Once in lockdown mode, staff should notify SLT either by mobile phone or verbal command, to instigate an immediate search for anyone missing.
- Staff should encourage the pupils to keep calm.
- As appropriate, the school office will establish communication with the Emergency Services
 - Parents will be notified as soon as it is practicable to do so via text messaging or phone call.
 - Pupils will not be released to parents during a lockdown.

Transport will be notified

- If it is necessary to evacuate the building, an verbal command will be made. It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year and discussed at staff meetings. Depending on their cognitive ability, pupils should also be aware of the plan.

Partial Lockdown

Alert to staff: 'Partial lockdown'

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 students in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

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

All situations are different. Once all staff and pupils are safely inside, 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.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents should be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: 'Full lockdown'

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

Immediate action:

- All pupils return to classroom.
- External doors are locked. Classroom doors are blocked.
- Windows are locked, blinds drawn and pupils remain as quiet as possible.
- Register taken/head count-the office will contact each class in turn for an attendance report
- Staff and pupils remain in lockdown until it has been lifted by a senior member of staff / emergency services.
- At any point during the lockdown, the fire alarm may sound, and a verbal message or communication via mobile phones, where possible, which is a cue to evacuate the building.
- During the lockdown, staff will keep agreed lines of communication open, via mobile phones but will not make unnecessary calls to the central office or outside calls as this could delay more important communication. School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents should be given enough information about what will happen so that they:
 - Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
 - Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
 - Do not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger.
 - Wait for the school to contact them about when it is safe for them to come to get their children, and where this will be from.

Parents will be told

'...the school is in a full lockdown situation. During this period the phonelines and entrances will be un-manned, external doors locked and nobody allowed in or out...'

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decisions of the Head Teacher regarding the timing of any communication to parents