

# Jessie Younghusband School



## Lockdown Policy

Agreed Summer 2025

Review Summer 2027

Based on

**WSCC SCHOOL MODEL 'LOCKDOWN' PROCEDURES**

## **Contents**

1. Introduction	3
2. 'Lockdown' Alert	3
3. Lockdown Arrangements	3
3.1 Partial Lockdown	3
3.2 Full 'Lockdown'	4
4. Unsafe Areas (if applicable)	5
5. Communication with Parents and Carers	5
6. Appendix 1 –Roles and Responsibilities	7
7. Appendix 2 – Overview Sheet	8
8. Appendix 3 – Communication Flow Chart (schools own version)	8
9. Appendix 4 – Sample letter to parents/carers	9

## 1. Introduction

'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, staff and visitors.

'Lockdown' procedures may be activated in response to any number of situations, which may include:

- 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;
- The close proximity of a dangerous dog/animal roaming loose.

## 2. 'Lockdown' Alert

The nominated **Lockdown Manager** at the school is the **Headteacher** or **Deputy Headteacher**. They will initiate, manage and conclude the 'lockdown'.

However any member of staff becoming aware of an emergency (for example an intruder on the site who is believed to present a risk) may sound the partial lock down alert so that and children outside are brought in as soon as possible.

The cause of the problem must then be communicated to the Lockdown Manager as soon as possible. The Lockdown Manager will communicate with the Emergency Services either directly or through the office staff depending on the situation. The role and responsibilities of the Lockdown Manager are recorded in Appendix 1.

The fire alarm will not be used to alert staff of the need to 'lockdown' to avoid potential confusion. If the fire alarm sounds during a 'lockdown' it is to be ignored unless smoke or flames are directly visible and pose an immediate threat to your location.

**Staff and children out of school - Sandra Aylward** or **Charlotte Elkington** will telephone any staff out with children – for example; swimming, forest schools, trips. To advise of the Lockdown as soon as the alert is given. The Headteacher (or Deputy) will contact the member of staff as soon as possible to discuss the most suitable arrangements. The children should only be brought back to school when it is confirmed it is safe to do so.

### 3. Lockdown Arrangements

## 3.1 Partial Lockdown

**Staff will be alerted by an alert via Teams stating PARTIAL LD. This will show on all screens and mobile devices.**

**In a partial 'lockdown' staff and pupils must remain in the school building and all doors leading outside must be locked.** No one can be allowed to enter or leave the building; however teaching and work should continue as usual if practicable to do so.

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 pupils in the school, but whereby that risk is not immediate. It may also be as a result of a warning being received regarding the risk of air pollution, etc. especially any warning from the emergency services.

#### **Immediate action**

- All outside activity to cease, pupils and staff return to the building. (Break or Lunchtime Duty staff will be alerted by a member of the office staff or the Lockdown Manager whoever is most quickly available to do so.).
- All staff and pupils remain in the building and all external doors and windows to be locked shut, other than those as designated emergency exits.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of air pollution, chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems must be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – your aim is to minimise possible ingress of pollutants.
- Staff should await further instructions.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on any advice received from the Emergency Services.

Communication during a 'partial lockdown' will be via the school's email system, internal phone system or direct communication from the Lockdown Manager.

A 'partial lockdown' may also be used as a precautionary measure; putting the school into a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Staff and pupils remain in 'lockdown' until it has been lifted by the Lockdown Manager or senior member of the emergency services.

## 3.2 Full 'Lockdown'

**Staff will be alerted by an alert via Teams stating FULL LD. This will show on all screens and mobile devices.**

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.

### Immediate action

- All pupils/staff to stay in their classroom or move to the nearest classroom;
- Office staff should remain in their office, pull down the blinds and lock the glass partition;
- All outside activity to cease, pupils and staff return to the building or exit the site and proceed to St Anthony's or St Paul's Church in accordance with the Emergency Plan (as informed at the time and determined by the nature of the incident). Office staff to ensure any staff outside are aware of the situation and action required.
- External doors locked. Internal doors locked (where a member of staff with a key is present) and this is possible or doors barricaded;
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in);
- Pupils and staff to sit quietly out of sight and where possible in a location that would protect them from gunfire, bullets can go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls; **at this school this should either be in classrooms out of sight of the windows or may be in the Year R cloakroom area (for Year R / children in the ICT suite); corridor by the staff toilets for Keystage 1 and corridor by the Keystage 2 toilets – this will depend on the nature of the incident and where the risk / hazard is believed to be.**
- Lights, smartboards and computer monitors turned off;
- Staff mobiles (if kept with them) to be set to silent with no vibrate; Mobiles kept in bags whilst staff are at work should always be turned to silent with no vibrate;
- A register to be taken of all pupils and staff in each classroom/office;
- Communicate register of staff and pupils to the Lockdown Manager;
- Staff should await further instructions.

During the 'lockdown', staff will keep agreed lines of communication open but not make unnecessary calls as this could delay more important communication. Staff are not to use the school's email system or internal phone lines as these may not be secure.

Staff and pupils remain in 'lockdown' until it has been lifted by the Lockdown Manager or senior member of the emergency services. Staff will be informed verbally as soon as it is felt safe to stand down.

#### **4. Unsafe Areas**

The following areas must not be used during a lockdown and should be evacuated as they cannot be secured:

The Early Years covered area, Y1 covered area, playground shed.

#### **5. Communication with Parents and Carers**

The 'lockdown' manager will inform parents and carers that the school is in lockdown via the school's email system, the below template may be used:

***'The school is in a lockdown situation. During this period phones will not be answered, all doors are locked and nobody can enter or leave the site. We are working to ensure the safety of all our children. DO NOT come to the school until the incident has been resolved. We will keep you informed as best we can.'***

During a 'lockdown' no members of the public will be allowed into the school and parents/carers will be told not to travel to the school.

All staff, pupils and visitors to the school will not be allowed to leave the school until the lockdown has been declared over.

Parents and carers must not try to contact the school during the 'lockdown'.

Pupils will not be dismissed to parents or carers until the incident has been declared over by the Lockdown Manager or senior member of the emergency services.

## **1. Appendix 1 – Roles and Responsibilities**

### **Lockdown Manager – Headteacher or Deputy Headteacher**

**This should be the Headteacher or a designated member of the senior leadership team. A deputy Lockdown Manager should be designated in case the Lockdown Manager is not on the school site at the time a lockdown is declared.**

- Alert all staff and pupils of the need to 'lockdown' the school.
- For partial 'lockdowns' this will be achieved via **whistle (short blows)** and for full 'lockdowns' this will be via **whistle short blows and use of the pass word** which will be shared verbally with staff.
- Inform emergency services immediately.
- Inform parents/carers via the **email / text system. Further information will be made available through the Website if appropriate to the incident.**
- Ensure communication networks with all key staff are established.

### **Classroom Based Staff**

- Lock all external doors and windows.
- If full lockdown secure all internal doors – lock or barricade.
- Close and secure all windows.
- Close all curtains or blinds.
- Ensure pupils are in a safe place in the classroom i.e. sheltered by a substantial wall away from doors and windows.
- Ensure you have a means to communicate with the lockdown manager.

### **Office Based and Site Staff**

- Ensure all entrances are locked and secured.
- Close and secure all windows.
- Turn off all IT equipment.

## **2. Lockdown Policy Appendix 2 – Overview Sheet**

**Jessie Younghusband School**

## **'Lockdown' Action**

*Any member of staff who becomes aware of an imminent threat should raise the alarm.*

In the event of an incident requiring you to take shelter, stay indoors in the classroom you are in or if you are outside or not in a classroom go to the nearest classroom.

### **PARTIAL LOCKDOWN**

**Staff will be alerted by an alert via Teams stating PARTIAL LD. This will show on all screens and mobile devices.**

All children and staff to come into their classrooms

Close and lock all outside doors and pull blinds down.

Normal work may continue during a partial lockdown.

### **FULL LOCKDOWN**

**Staff will be alerted by an alert via Teams stating FULL LD. This will show on all screens and mobile devices.**

**If inside** take shelter in a safe place  
(in the classroom out of sight of windows)  
or in the safe corridor areas  
(library, staffroom)

**If outside** immediately come into the main building and take shelter in the nearest safe space / classroom.

If possible close windows and blinds immediately

Remain completely quiet until hearing further instructions.

If staff have a mobile phone at hand keep this with you but make sure it is on silent and no vibrate.

Remain in the safe place until given further instructions or until the ALL CLEAR is heard. (A senior member of staff will inform staff verbally.

### **3. Appendix 3 – Communication**

**In the event of an Emergency the office will call 999**

**The Lockdown Manager (or deputy) will co0ordinate other communication**



Seek support from – they may be able to assist dealing with enquiries from the public.

Contact West Sussex County Council's Communications team:

During office hours, call them on: **01243-777722**.

Outside office hours call: **07767-098415**.

Staff should continue to supervise children and should wait in their safe location until they hear the all clear sound (long blasts on the whistle) or they are informed verbally.

## **Telephone lines**

Telephones are available in the school office, the head teacher's office, the staff room, the IT suite, the special needs room, the school hut.

The phone in the School Office is the first telephone point.

In the event of power failure this may provide a useable line when a powered switchboard system may not work.

## **Communicating with parents**

The office staff will inform parents as long as it is safe for them to access a computer.

Contacts for all parents and carers are kept in the school office. Telephone contact is always made in an emergency situation, though, if necessary, the ambulance would be called first.

The school website would be updated if an emergency arose out of school hours. Where ever possible an email alert and a text will be sent to all parents.

The local radio stations would be contacted if appropriate.

Any school activities beyond the school day, contact numbers are given to parents and telephone numbers for all children and accompanying staff are kept by the leader

Contact within the school can be made by phone (staff room, special needs room, SBM office, Headteacher's office) or by sending messages or coloured emergency cards.

## **4. Appendix 4 – Sample letter to parents/carers**

### **Dear Parents and Carers,**

### **Re: Emergency Lockdown Procedure**

Our primary aim as a school is the safety and wellbeing of our pupils, to support us in achieving this we have many policies in place, including how we would respond to a potential incident either in the community or directly affecting the school.

One of these policies is our 'Lockdown' procedure, the aim of this policy is to support our staff in safeguarding our pupils from a variety of potential hazards that may arise, these include:

1. A reported incident, disturbance in the local community;
2. An intruder on the site;
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.);
4. A major fire in the vicinity of the school;
5. The close proximity of a dangerous dog.

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

In the event of an emergency that requires the school to be locked down the following actions may be taken, please note this is not an exhaustive list and is being provided as a summary only, exact actions will be dependent on the incident:

- Staff will ensure all pupils are inside the school buildings and lock any outside doors and close any windows that may be open;
- If pupils are outside, staff will bring them back into their classrooms;
- A register will be taken and any pupil not present will be notified to senior staff who will arrange a search for the missing pupil;
- Site and office staff will ensure all external doors are secured and closed;
- Emergency services will be notified;
- A message will be sent to parents and carers via the text and email systems to advise of the emergency;
- Pupils will not be released from the school until the all clear is given;
- **Parents/Carers MUST NOT try to contact the school or come to the school until the all clear has been given. This can both block essential routes of communications and hamper the emergency services.**

We will shortly be carrying out an emergency drill with the staff and pupils to ensure that everyone is clear on what they have to do.

In the unlikely event that we have to put this process into action we need to ensure that parents are aware of the arrangements, as outlined above.