



Lock Down Policy

Essential Personnel

- **Incident Controller** – Head Teacher – Katie Corfield
- **Deputy Incident Controller (Club)** – Fire Marshall – Arif Yakub
- **Deputy Incident Controller (Farm)** – Fire Marshall – Ellie Morris

Statement

All schools should consider the need for robust and tested school lockdown procedures. Lockdown procedures should be 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 students in the school. Procedures should aim to minimise 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

Possible leaks I.E. Gas

This policy will detail –

How the alarm will be raised in an emergency.

Other means of internal communications - messenger, two-way radios, mobile phone, internal email, texts etc.

Procedure

Staff are alerted to the activation of the lockdown procedure plan by the following recognised signals:

An air horn repeatedly sounding or the use of alarms on internal CCTV.

A text message stating – FULL LOCKDOWN or PARTIAL LOCKDOWN

Partial Lockdown (Alert to staff: 'PARTIAL LOCKDOWN')

Immediate action:

- All outside activity to cease immediately, pupils and staff return to the appointed area.
- All staff and pupils remain in building and external doors and windows locked - free movement may permitted within the building dependent upon circumstances.
- All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing 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.

Full Lockdown (Alert to staff: 'FULL LOCKDOWN')

This signifies an immediate threat to the school. This may or not be an escalation of a partial lockdown.

Immediate action:

All pupils return proceed to the lock down point:

Created	Initial of reviewer	Review	Initial
May 2023	KC		



Lock Down Policy

Club – Cellar Classroom or Sports hall

Farm - Main Building corridor

External doors locked, gates fastened and steel bars put into place.

- Classroom doors locked (where a member of staff with key is present)
- Windows locked, blinds drawn, pupils sit quietly out of sight
- Register taken - the incident control team will contact each class for an attendance report
- Staff and pupils remain in lock down until it has been lifted by the incident controller in conjunction with the emergency services.

Once in lockdown (Partial or Full) mode:

staff should notify the incident controller immediately of any pupils not accounted for (and instigate an immediate search for any missing)

Staff should encourage the pupils to keep calm

As appropriate, the school should establish communication with the Emergency Services as soon as possible

If necessary, parents should be notified as soon as it is practicable to do so.

If it is necessary to evacuate the building, the fire alarm will be sounded

Staff should await further instructions.

Communication between parents and the school

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Leaders acknowledge that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Emergency Services

The incident controller will keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds.

Emergency Services will support the decision of the incident controller regarding the timing of communication to parents.

-In the event of a prolonged lockdown or more severe scenario, the Emergency Services and Local Authority may provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

-For evacuation requirements, Prism will follow lead given by the emergency services.

It is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, teaching staff, non-teaching staff and volunteers. To achieve this, a lockdown drill will be undertaken at least once a year. Pupils will be made aware of the plan during induction and will take part in at least one lockdown drill per year.

As good practice, at various pre planned times of the year, leaders will:

Conduct several tabletop exercises with the senior management team to test the procedures against various scenario and rehearse lockdown arrangements with all staff and pupils.

This policy has been developed in conjunction with the following guidance:

Developing dynamic lockdown procedures – gov.co.uk

School Lockdown Procedures – NASUWT

Katie Corfield – 22.05.23

Created	Initial of reviewer	Review	Initial
May 2023	KC		



Lock Down Policy

Review

**To be reviewed with 2-year period, or earlier if necessary*

Created	Initial of reviewer	Review	Initial
May 2023	KC		