Mithian School Lockdown Policy

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 pupils 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
- A major fire in the vicinity of the school
- The close proximity of a dangerous animal roaming loose

The school's lockdown plan is as follows: On receipt of information that would trigger a lockdown;

- The message **'Lockdown'** will be taken by the Headteacher, Head of School or office staff to all of the classes in school. This should start with Year 6 and all classes in order and then the hall, meeting room, multipurpose and staffroom. Children or adults outside should be informed so that they can return to class. Other available adults will be used in order to pass the message quickly around school.
- A staff member from the office and Headteacher will lock the front door and all external doors double checked for locking by teachers.
- The message is **'LOCKDOWN'** with no further explanation at that time in order to make the process as quick as possible.
- Responsible adults in class should ensure that the external windows are locked and blinds/curtains pulled.
- Responsible adults in class should take a head count or register to ensure that all children are accounted for and inform the office quickly if they are not.
- If the lockdown is initiated by a school, then office staff/Headteacher/Senior staff should call 999 to request emergency services or help needed.
- If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site to the playground and carry out a head count.
- Everyone should remain in their safe place until an **'ALL CLEAR'** has been given or we have been told to evacuate by emergency services.
- Contact TPAT H&S Team and Mitie.

Further action depending upon the nature of concern;

- Block access points to the school and classrooms with furniture to provide obstruction
- Sit on the floor and under tables
- Hide below window view height or in the cloakroom

- Staff should encourage the pupils to keep calm

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 as appropriate.

Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

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 pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution or a dangerous animal.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building
- All staff and pupils remain in building and external doors and windows locked
- All staff to be alerted of actions

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, the Headteacher will conduct an on-going 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 Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Communication with Parents

Parents will be notified as soon as it is practicable to do so via Class Dojo. Pupils will not be released to parents during a lockdown. If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to **'evacuate'** shared. At this point the decision will be made to evacuate to the playground or offsite to the **Miners Arms**, using the footpath. Teachers and office staff to take their mobile phones and the contacts book. All medication for pupils will be taken by teaching staff/TAs e.g. epi-pen, inhalers.

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by Tapestry, Class Dojo or 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 will tie up telephone lines that are needed for contacting emergency providers.

- Do not come to the school. They 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 via Class Dojo about when it is safe for to come and get their children, and where this will be from.

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 decision of the Headteacher with regarding the timing of communication to parents.