

Risby CEVC Primary School

Lockdown Policy

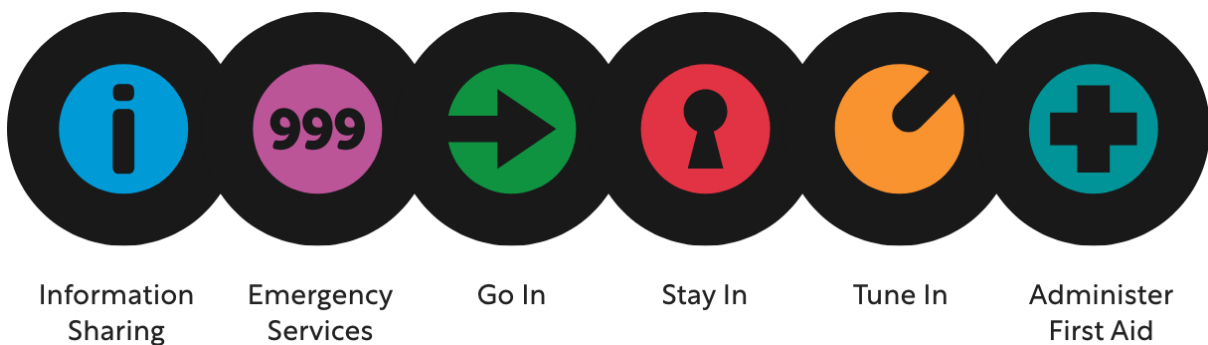
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1. Introduction

Lockdown procedures are a sensible and proportionate response to any external or internal incident posing a threat to the safety of staff and pupils. These procedures aim to minimize disruption to the learning environment while ensuring the safety of all individuals within the school.

Dynamic response: The school will implement lockdown, evacuation or invacuation depending on which option is safest at the time.

Authority: The Headteacher or delegated Incident Lead will make this decision, taking advice from the Emergency Services where available.

These procedures may also be implemented in response to hostile or suspected terrorist incidents occurring on or near the school site. The school recognises that, while the risk is low, it is a foreseeable risk and therefore appropriate procedures are maintained to ensure the safety of pupils, staff and visitors.

This policy document ensures comprehensive, inclusive, and practical procedures for responding to incidents, promoting a secure and prepared school environment.

2. Staff Roles and Responsibilities

Security Lead:

- Responsible for overall security and incident response.
- Coordinates with Emergency Services.
- Communicates with staff during an incident.

Incident Lead:

- Manages the immediate response to incidents.
- Ensures all procedures are followed.
- Communicates with the Security Lead and staff.

All Staff:

- Participate in regular training and drills.
- Maintain vigilance and report suspicious activities.
- Follow procedures and guidance during an incident.

The Incident Lead or Headteacher will determine whether lockdown, evacuation or invacuation is the safest course of action, taking advice from the Emergency Services where available.

3. Lockdown Procedures

Invacuation

Alert Signal:

- Verbal instruction or direction from Senior Leadership.

Actions:

- Staff should move pupils to the nearest safe internal room away from external doors and windows where possible.
- Close external doors and windows where possible.
- Account for all pupils and staff.
- Await further instruction from Senior Leadership or Emergency Services.

Possible reasons:

- External threat near the school site
- Suspicious activity in the surrounding area
- Civil disturbance nearby

Partial Lockdown

Alert Signal:

- Verbal communication followed by email.

Actions:

- Pupils remain in their classrooms.
- Account for all students and staff.
- Secure all exterior doors and windows.
- Internal movement is allowed but monitored.
- Continue teaching where possible.
- Limit entry and exit from the building.
- Establish communication with Emergency Services.

Possible Reasons:

- Local air pollution.
- Dangerous animal on school grounds.
- Civil disturbances in the area.

Full Lockdown

Alert Signal:

- Three blasts of an air horn in the main building, followed by email.
- Telephone call to the new building.

Actions:

- Lock interior doors.
- Cover windows.
- Turn off lights and maintain silence.
- Account for all students and staff.
- Establish communication with Emergency Services.
- Await further instructions from a recognized authority.

Possible Reasons:

- Aggrieved or disturbed person attempting access.
- Intruder on site.
- Internal threat.
- Hostile or suspected terrorist incident on or near the school site.

4. Lockdown Drill

Procedure:

- Announce the drill in advance.
- Follow full lockdown procedures.
- Ensure all pupils and staff are accounted for.
- Conduct an immediate search for anyone missing.
- Establish communication with Emergency Services.

All Clear:

- The Headteacher or Incident Lead will confirm the All Clear, either in person or via internal communication systems..

5. Communication During an Incident

- Parents and Carers: Communicate as soon as practicable with guidance from Emergency Services.
- Emergency Services: Maintain open lines of communication for advice and support.
- Media: Handle social media and media inquiries carefully to ensure accurate information dissemination.

Staff should not share information regarding an incident on personal social media accounts and should refer all external enquiries to the Headteacher or designated communications lead.

6. Training and Drills

- Regular training for all staff on lockdown procedures.
- Participation in drills Termly.
- Use of resources like ACT for Education e-Learning.

Staff briefings will periodically reinforce awareness of lockdown and invacuation procedures.

7. Post-Incident Procedures

- Welfare: Provide support to staff and learners affected by the incident.
- Review: Conduct post-incident reviews to learn and improve future responses.

Appendix A

Go in, stay in, tune in

Go in

Go indoors, close doors and windows and shut down ventilation systems, if it is safe to do so. Unless there is an obvious risk to the property, this will give you good short-term protection against most hazards.

Stay in

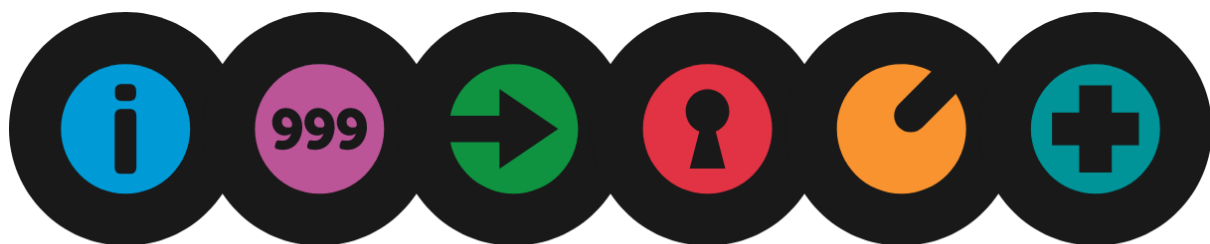
Stay indoors until you know more about the situation and the appropriate action you need to take to protect yourself further. The action you should take will be different depending on the incident; you could put yourself at more risk by not waiting for further instructions.

Tune in

Tune in to local radio and television to find out more about what is happening. BBC Radio Suffolk (95.5, 95.9, 103.9 & 104.6 FM) and many other local radio stations will broadcast messages advising people of the current situation and what actions they should take.

Further information on emergency preparedness and multi-agency emergency planning arrangements in Suffolk can be found via the Suffolk Resilience Forum website:

<https://suffolkprepared.co.uk>



Information
Sharing

Emergency
Services

Go In

Stay In

Tune In

Administer
First Aid

Additional Guidance and Resources

Local guidance

- Suffolk Prepared – <https://suffolkprepared.co.uk>
- Suffolk County Council Emergency Planning – <https://www.suffolk.gov.uk/community-and-safety/emergency-planning>

National guidance

- Protective Security and Preparedness for Education Settings (DfE)
- Martyn's Law – Terrorism (Protection of Premises) Act guidance
- NaCTSO – Run, Hide, Tell guidance