

Covid-19 Lockdown Procedure

The alert for lockdown will be the school bell sounding in short bursts for 30 seconds.

The alarm will indicate to all students and staff that they must remain in the building as there is a threatening situation.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

The first member of staff to discover the situation will contact (phone or radio) the office, requesting them to lock all doors by pressing the button in reception. The member of SLT on duty will then go to the Bell Room to sound the alarm (key in reception).

On hearing the school bell sound in short bursts for 30 seconds:

- All outside activity will cease immediately, if it is lunch or break time students and staff must head for the nearest room. (All students and staff must return to the building).
- All staff and students will remain in the building until advised by a member of SLT to leave.
- All students to remain in their classroom.
- All students to sit under their allocated desk, ensuring any equipment they have with them is also moved to under the desk. Social distancing must still be adhered to.
- As classroom doors will be left open during partial school reopening, a piece of paper has been put on the window of the door to ensure that students cannot be seen when sat under their desk. The only time the door will be closed and locked is in the event of lockdown.
- Classroom doors will be locked, windows will be closed, blinds drawn, lights turned off, computer screens (including the IWB) turned off.
- Students will sit in silence.

Action

- Staff and students remain in lock down until instructed otherwise by an authorised staff member/emergency services.
- If the fire alarm sounds during the lockdown nobody should evacuate as this may be set off deliberately by an intruder. It is safer to stay locked down. In the event of a fire being discovered, the Principal is to be informed, who will then alert the emergency services.
- If it is that there is a fire, the lockdown bell will sound again, signalling evacuation is needed.
- Designated SLT member will alert the police and take instructions from them.

Communication in school

- During the lockdown, staff will keep agreed lines of communication open, via mobile phones, school texting service and emails.

Communication between parents and the school

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. 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 about when it is safe for students to be collected, and where this will be from.

Parents will be told

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

This will be communicated via the school text system.

All Clear

Students and staff are to remain in rooms until an email/text is received entitled 'Lockdown Clear'. Staff should then proceed their normal routine in a calm manner.

Full Lockdown procedure	
Signals	<ul style="list-style-type: none"> • Staff will be alerted to the activation of the plan via the school bell sounding in short bursts for 30 seconds. • The signal for the all clear will be via an email entitled, 'Lockdown clear'.
Lockdown	<ul style="list-style-type: none"> • Students who are outside of the school building are brought inside as quickly as possible, unless this endangers them and others. • Class Teachers will be responsible for their own class. • Outside – Field / yard -If students remain outside on the field they must be brought inside as quickly as possible. • Inside – All staff to take action to increase protection from attack: Secure access points – External doors, fire doors, internal doors and windows, draw blinds were possible. • Those inside the school should remain in their classrooms. All doors and windows should be secured including classroom doors. Please lock classroom doors, sit on the floor and out of sight where possible. • Other staff –move quickly into the nearest room and secure the door, 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. • Once in lockdown mode, staff should notify the office (via mobile phone or email) immediately of any students not accounted for. • Staff should encourage the students to keep calm. <p>If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site. This procedure will be initiated and governed according to the evacuation procedure.</p>
Communication arrangements	<ul style="list-style-type: none"> • Call emergency services - Dial 999. As appropriate, the school office, SLT will establish communication with the Emergency Services and notify the Local Authority (07891 389232) • Parents/Carers- Parents will be notified as soon as it is practicable to do so via text messaging previously programmed. • Students will not be released to parents during a lockdown. • Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.
Evacuation	<ul style="list-style-type: none"> • If it is necessary to evacuate the building, the bell will sound again for a period of 30 seconds. • IMPORTANT: If you are in close proximity to the incident / intruder, then do not evacuate if you believe this will increase the danger of the students and yourself.
All Clear	<ul style="list-style-type: none"> • Students and staff are to remain in rooms until they receive an email entitled, 'Lockdown clear'. Staff should then proceed their normal routine in a calm manner. • Text stating 'Lockdown clear' also to be sent to staff.
Drill	<ul style="list-style-type: none"> • 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.