



## Lockdown Procedure – Advice for Parents

Lockdown procedures are in place and are 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.

The procedures 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.
- The close proximity of a dangerous dog roaming loose.

### **Once a lockdown is instigated, the following actions will be put in place.**

- Staff are alerted to the activation of the plan by a recognised signal (**5 bells**), audible throughout the school.
- Pupils who are outside of the school buildings are brought inside as quickly as possible.
- Those inside the school will remain in their classrooms, out of sight if possible.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors will also need to be locked).
- Once in lockdown mode, staff notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing).
- Staff will encourage the pupils to keep calm.
- As appropriate, the school will establish communication with the Emergency Services as soon as possible.
- If necessary, parents are notified as soon as it is practicable to do so via the school's established communications system.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded.
- Staff should await further instructions such as '**all clear**' (**5 bells**)

### **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, etc.

### **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.
- Free movement may be 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 will 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.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

### **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. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents will 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.** This 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 you to come get your 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.