



Lockdown Policy

This policy was reviewed by: David Wearing

The next revision of this policy will be:

April 2024

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Legal requirements for the lockdown policy

At the time of writing there is no legal requirement for schools to have a lockdown policy. However, Kelsall Primary & Nursery School takes its responsibility to safeguarding children and staff extremely seriously and as such has devised this policy in the unlikely event of needing to 'lockdown'.

Schedule for Development / Monitoring / Review

This plan was approved by the Board of Directors / Governing Body / Governors Sub Committee on:	Date:
The implementation of this plan will be monitored by the:	Principal, Vice Principal, Senior Leadership Team, Governing body
Monitoring will take place:	Once per annum
The next anticipated review date will be:	Next review date: April 2024
Should serious incidents take place, the following external persons / agencies should be informed:	Steve Ellis – CEO, CAT Luci Jones – Director of Operations, CAT Police Local Safeguarding Officer

Purpose of the 'Lockdown Policy'

The purpose of the Lockdown Policy is simple – to safeguard children, staff and visitors at Kelsall Primary & Nursery School in the event of incidents occurring near, on or in the school grounds which may pose risk to health or more seriously, a danger to life. Such occurrences may include:

- Serious fire or environmental emergency near the school site such as chemical leaks into the air,
- Severe adverse weather conditions which pose a danger to the public,
- Disturbance(s) within the local community with the potential to pose a risk to staff, pupils and visitors within the school. Such disturbances may include dangerous dogs running loose, serious anti-social; behaviour, escaped prisoners etc.
- An intruder non the school site, with the potential to pose a risk to staff, pupils and visitors,
- Threats from terrorism.

What follows is the plan that will be put into action in the event of one of the above factors taking place, along with who is responsible for actioning factors on that plan. It is done with the sole aim of keeping children, staff and visitors to Kelsall Primary & Nursery School safe until emergency assistance is on site and in control of the occurring incident.

Different types of lockdown

As different scenarios will require a different type of lockdown, the following definitions apply:

Low level threat (e.g. dangerous dog on school grounds, adverse weather, chemicals in the air)

Partial lockdown: Member of staff in charge that day notifies SLT who in turn notify all staff that no one is allowed outside of the building. All windows and doors are closed and person in charge carries out regular checks of the building to ensure this whilst awaiting further information from appropriate authorities before lifting the lockdown.

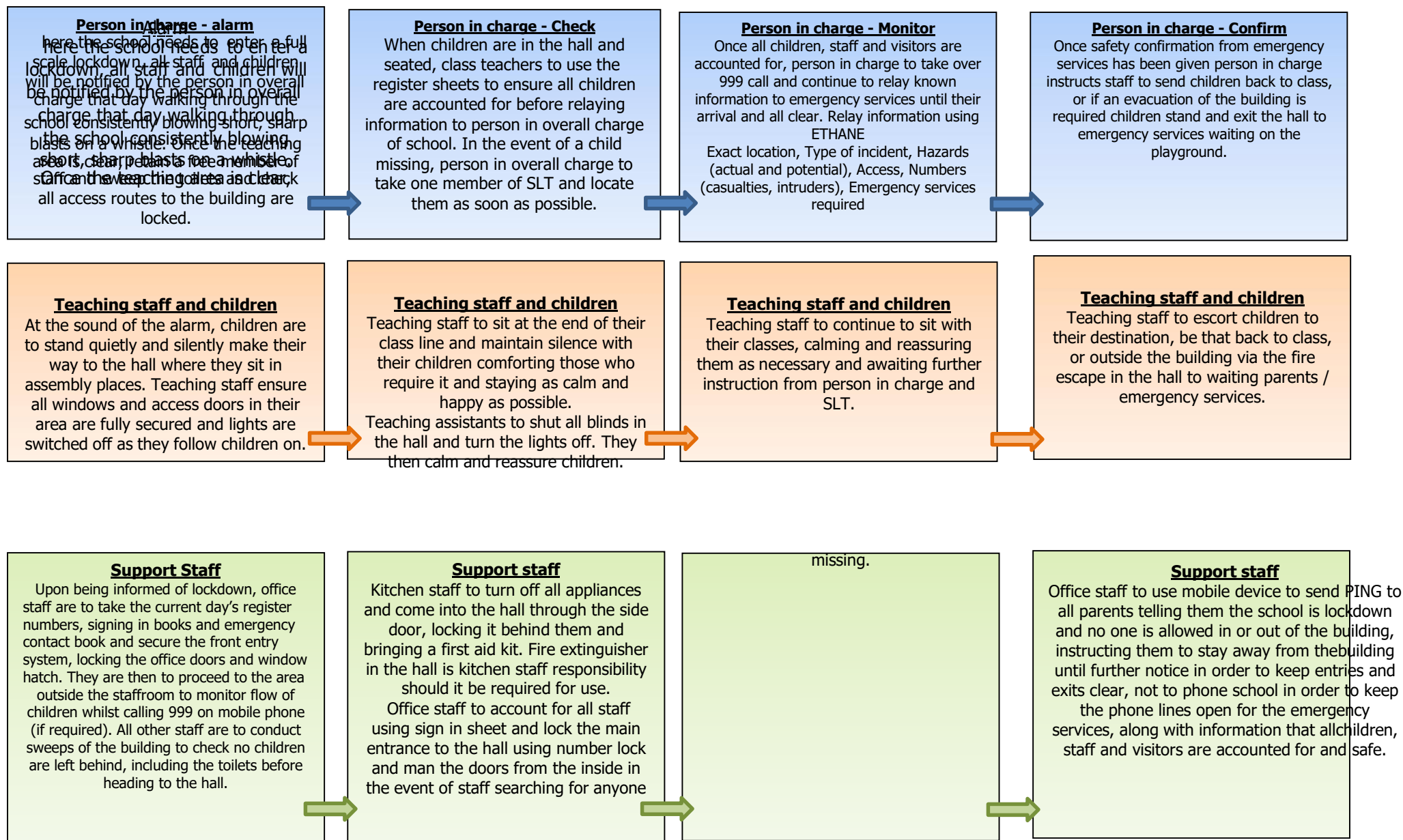
High level threat (e.g. intruder in the school premises or on the school grounds, terrorism threat etc.)

Full lockdown: All staff to follow the Kelsall Primary & Nursery School Lockdown procedure shown;

Kelsall Primary & Nursery School Full Lockdown Procedure

A lockdown scenario is the only time where a fire alarm is to be ignored unless specifically told by emergency services or by the staff in overall charge as fire alarms may be set off by intruders or for false purposes.

In the event of Kelsall Primary & Nursery School requiring to go into a full lockdown, the following process will be followed:



Supp
ort
staff

Office staff send PING to all parents informing them full lockdown is now over, along with information regarding casualties, further contacts and information. Support and kitchen staff either return to their position, or exit the hall after the children have via the fire escape to waiting emergency services. Office staff to liaise with emergency services to confirm numbers etc.

Procedure for if the threat is coming from the area designated as a safe space

Should the threat of danger come from the hall, the area designated as a safe space, the person in charge on the day in question will initiate the same whistle signal as in the main plan and all children and staff will follow the same processes but move into the classrooms instead. The hall door, kitchen doors and office doors will be locked as normal, and the access door to the teaching area will also be locked. The same processes in relation to steps 3 and 4 of the main plan will apply in relation to contacting the emergency services and the communication with parents.

Invacuations

It may be that a lockdown scenario may arise when some or all of the children are outside of the school building, such as during lunch times or when classes are partaking in PE lessons. If such an instance arises this is called an invacuation. The processes for invacuation are detailed below:

Low level threat requiring partial lockdown: Whistle signal blown on each playground by person in charge and SLT member, staff gather to meet children and secure all entry points to the building when they are all inside and accounted for, children continue to partake in indoor activities as normal, with no access to outside of the school building. Person in charge and SLT members to conduct regular walks around the school to ensure access points are secure.

High level threat requiring full lockdown: Whistle signal blown on each playground by person in charge and SLT member, staff gather to meet children and secure all entry points to the building once they are inside. At this point the full lockdown procedure will take effect as detailed on the previous page.

Ensuring staff are aware and prepared of the lockdown policy

To ensure staff are fully aware of this policy, to ensure confidence at carrying out a lockdown, and to highlight areas where this policy could be improved, a full lockdown drill will take place 3 times per year, one per full school term. This also serves to ensure children become confident at carrying out a lockdown with minimal distress.

Outline of roles and responsibilities in line with the lockdown policy

Staff member	Role and responsibilities
Principal & Vice Principal	Raising alarm, spreading alarm through school, locating missing children, checking and securing all areas of school prior to full lockdown liaising with emergency services, authorising safe removal of lockdown.
SLT members	Co-ordinating movement of people to safe space, manning and locking main hall door when everyone is accounted for and safely inside.
Teachers and teaching assistants	Escorting children to safe space, securing own area access points, accounting for all persons present, keeping children calm and safe until further instruction.
Kitchen staff	Locking the access door from the kitchen to the hall after entry, bringing first aid and firefighting equipment with them, assisting in keeping children calm.
Office staff	Securing the office windows and doors, handling numbers of people present and ensuring all children match registers taken that day, bringing emergency contact details for all staff and children, making first contact 999 call and liaising with emergency services until Principal / Vice Principal is able to do so.
Other staff / visitors	To follow instruction as given by Principal / Vice Principal / SLT members. To calm and reassure children.

Correspondence with parents and carers in relation to a lockdown scenario

It is very rare that during a low level threat lockdown, parents and carers would be aware that this is taking place. However, during a low level lockdown and in the interests of full and clear disclosure, Kelsall Primary & Nursery School will always PING parents once the low level lockdown is fully in place and every person in the building is accounted for. The content of the PING will follow this example:

“We are currently operating within a low level lockdown of Kelsall Primary & Nursery School due to [cause of low level lockdown]. We are currently working with [relevant authorities] to resolve the situation. Please keep all contact with school to a minimum during this time, so we can keep lines of communication open to the relevant authorities.

All children, staff and visitors are accounted for and safe, and will remain in the building until the low level lockdown is lifted. Please be aware that until the low level lockdown is lifted, no one will be entitled to enter or exit the building. ”

Should a situation arise where a high level threat was apparent and required a full lockdown, Kelsall Primary & Nursery School will PING parents and carers as soon as it is practical to do so, and only when all persons are accounted for and in the safe place agreed within this policy. This PING will be short, and only contain minimal, important information following this example:

“We are currently operating within a full lockdown of Kelsall Primary & Nursery School. We are currently working with emergency services to resolve the situation. Please do not contact school in order to keep communication lines free, or attempt to collect your child from school as access in and out of the building is denied.

All children, staff and visitors are accounted for and safe, please refer to local news stations for further details and await further PING updates.”

Useful emergency contacts in the event of a full lockdown

Emergency services	999	Countess of Chester Hospital	01244 365000
Cheshire West & Chester Emergency Duty team	01244 977277	CWAC Emergency Duty Team out of hours	0300 123 7035
National Grid Gas	0800 111 999	Anti-Terror Hotline	0800 789 321
SP Energy (Electric)	0800 001 5400		
United Utilities Water	0345 672 3723		

