



## **West End Primary School**

Ridge Terrace, Bedlington

Northumberland, NE22 6EB

Tel: 01670 822328

e-mail: [admin@westend.northumberland.sch.uk](mailto:admin@westend.northumberland.sch.uk)

# **LOCKDOWN POLICY & PROCEDURES**

## **2025 - 26**

<b>Approved by:</b>	SD committee
<b>Date Reviewed:</b>	March 2025
<b>Date Approved:</b>	March 2025
<b>Date of Next Review:</b>	March 2026

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## 1. Introduction

'Lockdown' procedures should be seen as 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, staff and visitors.

'Lockdown' procedures may be activated in response to any number of situations, which may include:

- 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.) or chemical, biological or radiological contaminants;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog/animal roaming loose.

## 2. 'Lockdown' Alert

The nominated Lockdown Managers at the school are:-

The Headteacher: Joanna Dey

The School Business Manager: Angela Markham-Lee

Office staff: Claire Cheesman or Vikki Farrell

The Deputy Headteacher: Michelle Waters

In the event of the absence of all of these managers it will fall to a Senior Leadership Team member. Should this be the case the member of the SLT that resides in the main building will assume responsibility.

They will initiate, manage and conclude the 'lockdown'. They will also communicate with the emergency services.

The fire alarm will not be used to alert staff of the need to 'lockdown' to avoid potential confusion. If the fire alarm sounds during a 'lockdown' it is to be ignored unless smoke or flames are directly visible and pose an immediate threat to our location.

## 3. Lockdown Arrangements

### 3.1 Partial Lockdown

Staff will be alerted by Code word – '**Partial lockdown**'. This will be communicated by phone or in person by office staff or SLT.

In a partial 'lockdown' staff and pupils must remain in the school building and all doors leading outside must be locked. No one can be allowed to enter or leave the building; however, teaching and work should continue as usual if practicable to do so.

- If children are on the yard they must be taken back to their classroom immediately by the nearest door.
- If children are in the hall for PE they should move quickly to the upstairs classrooms or the breakfast club room depending on the threat. This may mean that a classroom has more than one class in it.
- If the children are in the hall at lunchtime they should be taken straight to the upstairs classrooms. If the children are on the yard they should be taken to their classrooms with the exception of year 5 & 6 who should be taken into the main building to the classrooms of the year 4 children.

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, but whereby that risk is not immediate. It may also be as a result of a warning being received regarding the risk of air pollution, etc. especially any warning from the emergency services.

**Immediate action:-**

- All outside activity to cease, pupils and staff return to the building as detailed above.
- All staff and pupils remain in the building and all external doors and windows to be locked shut.
- Free movement within the building is not permitted by anyone other than lockdown managers.
- In the event of air pollution, chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems must be closed or turned off. Use anything to hand to seal up all the cracks around doors and any vents into the room – your aim is to minimise possible ingress of pollutants.
- Staff should await further instructions.
- Where appropriate other linked providers will be contacted e.g. West End Pre-School and St. Bede's RC Primary School.
- Staff should endeavour to remain calm and keep children calm.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on any advice received from the Emergency Services.

Communication during a 'partial lockdown' will be via the school's email system, internal phone system or direct communication from the Lockdown Manager. A 'partial lockdown' may also be used as a precautionary measure; putting the school into 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.

Staff and pupils remain in 'lockdown' until it has been lifted by the Lockdown Manager or senior member of the emergency services.

### **3.1 Full 'Lockdown'**

Staff will be alerted by the start/end of day buzzer.

This signifies an immediate threat to the school and may be an escalation of a partial 'lockdown'. The aim of a full 'lockdown' is for the school and its rooms to appear empty where possible.

At the start and end of the day a full lockdown will be signified by the absence of the buzzer. Staff must not release children at the end of each day until the buzzer sounds to signify it is safe to leave.

#### **Immediate action:-**

Follow the **CLOSE** Procedure:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing any attention

Endure. Be aware that you may be in Lockdown for some time.

- All pupils/staff to stay in their classroom or move to the nearest classroom as detailed above;
- Office staff should remain in their office;
- All outside activity to cease, pupils and staff return to the building or, if necessary, exit the site by the most appropriate exit and assemble at St. Bede's RC Primary School, Ridge Terrace, Bedlington.
- External doors locked. Classroom doors locked (where a key is present) or barricaded;
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in);
- Pupils and staff to sit quietly out of sight and where possible in a location that would protect them from gunfire, bullets can go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls;
- Lights, smartboards and computer monitors turned off;
- Staff mobiles to be set to silent with no vibrate;
- A register to be taken of all pupils and staff in each classroom/office;
- Communicate register of staff and pupils to the Lockdown Manager;
- Staff should await further instructions.

During the 'lockdown', staff will keep agreed lines of communication open but will not make unnecessary calls as this could delay more important communication. Once other buildings have been notified staff should not use the school's email system or internal phone, lines as these may not be secure. They may be used to notify other buildings at the conclusion of the lockdown.

Staff and pupils remain in 'lockdown' until it has been lifted by the Lockdown Manager or senior member of the emergency services.

### **4. Unsafe Areas**

The following areas must not be used during a lockdown and should be evacuated as they are less secure due to the number of low level windows.

- Dining Hall

## 5. Communication with Parents and Carers

The 'lockdown' manager or nominated person will inform parents and carers that the school is in lockdown via the school's Texting system and /or email system, the below template may be used:

***'The school is in a lockdown situation. During this period phones will not be answered, all doors are locked and nobody can enter or leave the site. We are working to ensure the safety of all our children. DO NOT come to the school until the incident has been resolved. We will keep you informed as best we can.'***

During a 'lockdown' no members of the public will be allowed into the school and parents/carers will be told not to travel to the school.

All staff, pupils and visitors to the school will not be allowed to leave the school until the lockdown has been declared over.

Parents and carers must not try to contact the school during the 'lockdown'.

Pupils will not be dismissed to parents or carers until the incident has been declared over by the Lockdown Manager or senior member of the emergency services.

## 6. Post Lockdown

A communication should be sent home to parents in the event of both planned and unplanned lockdowns. In the case of a planned lockdown event parents should be informed of the drills success or any issues specific to parental/pupil behaviour which were identified during the drill (e.g. parents turning up on site, making calls to the school) and reemphasise the key messages of the procedure around their role and that of the pupils in any lockdown event.

In the event of an unplanned lockdown it should be made clear to parents:

- What situation triggered the lockdown
- If it was a full or partial lockdown
- The duration of the lockdown
- That a review of the procedures will be undertaken in light of the event
- Details of any support available for parents and pupils affected by the lockdown event (e.g. counselling support for those who suffered distress as a result of the lockdown)

## 7. 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 Head teacher with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. A reception centre for friends and family could be set-up outside of the cordoned area.

## **8. Recording Procedures**

The school's lockdown procedure could be recorded within the school's emergency logs. In the event of a lockdown the details should be recorded as per the log in the Emergency Folder.

## **9. Staff Training**

All staff both full and part time should be made fully aware of the emergency plan and all lockdown procedures. Those with specific critical roles may need further in depth training to allow them to undertake their roles successfully.

## **10. Reviewing Procedures**

The effectiveness of the school's lockdown procedures should be reviewed after any lockdown event, whether planned or unplanned. Those with key roles in the lockdown procedure should meet to discuss any areas of weakness within the procedure, identifying potential solutions and amendments that need to take place.

Other reasons where a review may be required include:

- Any changes to the site that may affect the procedure, both short and long term (e.g. building works, new equipment, changes of use of key rooms)
- Any changes in procedure which may affect the school routine (e.g. new lunchtime procedures, new activities or classes being introduced)
- Any changes to the area surrounding the school
- In response to any current threats within the local community or nationally as advised by the local authority or emergency services