



KING'S OAK PRIMARY SCHOOL

LOCKDOWN POLICY

March 2022

Policy prepared/reviewed by: Ian Hutchings

Policy reviewed and approved by: Governing Body

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Date of next review: March 2023

This policy is linked to the H&S Policy and will be reviewed annually.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

INTRODUCTION

Lockdown procedures are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of pupils, staff and authorised visitors in the school. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and authorised visitors.

Our Lockdown procedures are based on the use of walkie talkies. The Lockdown Policy procedures will only work if all staff take responsibility for knowing how their walkie talkies work and carry out daily checks:

- The walkie talkie should be charging when not in use
- The volume must be set to at least 50%
- The walkie talkie must be set to the relevant group channel

Office	1
Site Team	2
SLT	3
Blossom KS2	4
Blossom KS1	4
Pre School	6
Nursery	7
Reception	8
Year 1	9
Year 2	10
Year 3	11
Year 4	12
Year 5	13
Year 6	14
Non-class based rooms	15
Emergency Channel	16

Staff with class responsibility must take the walkie talkie when they leave their classroom with children.

During breaktime and lunchtime, TAs in each playground will carry walkie talkies as they have responsibility for the children during these times.

Only the Lockdown Manager (as below) or delegated staff can initiate lockdown.

There are two types of lockdown – partial lockdown and full lockdown.

LOCKDOWN MANAGER

The Lockdown Manager is Ian Hutchings; Jess Russ and Nicola Vivian are the Deputy Lockdown Managers.

LOCKDOWN MANAGER - SPECIFIC RESPONSIBILITIES

- Initiate, manage and conclude lockdown.
- Communicate with Emergency Services.
- Notify:
 - Achieving for Children.
 - Kingston Council.
 - Kingston CCTV Control Room.
 - Parents using established communications system i.e. text message.
- Instruct the all-clear signal to be given.
- Rehearse lockdown drill twice a year and debrief all staff and update procedures as a result of drill.
- Display lockdown drill information in all classrooms alongside fire drill information.
- Conduct a number of table top exercises with the senior leadership team to test the procedures against various scenarios.

PARTIAL LOCKDOWN

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

Partial Lockdown may be as a result of:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to those in the school).
- A major fire in the vicinity of the school.
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants.
- The police have informed us we should use our lockdown procedure

PARTIAL LOCKDOWN SIGNAL: “Code amber, code amber, code amber”

- All outside activity to cease immediately; pupils and staff return to buildings.
- All staff and pupils remain in buildings and external doors and windows locked.
- Air vents, fans, heating and air conditioning systems should be closed or turned off.
- Free movement may be permitted within the building dependent upon circumstances.
- Staff should continue work as usual and should await further instructions.

A ‘partial lockdown’ may be a precautionary measure which puts the school in 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.

PARTIAL LOCKDOWN ALL CLEAR

- Staff and pupils remain in partial lock down until it has been lifted by the Lockdown Manager.
- **ALL CLEAR SIGNAL: ‘All clear, all clear, all clear.’**

FULL LOCKDOWN

This procedure is to be used in the case of an emergency requiring all children, staff and authorised visitors to take shelter inside the buildings, for example in any of the following cases:

- A potentially dangerous intruder seen on the school grounds.
- A potentially dangerous dog or other animal loose in the grounds.
- The police have informed us we should use our lockdown procedure.

FULL LOCKDOWN SIGNAL: 'Code red, code red, code red.'

The signal indicates 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.

Walkie talkies are accessible in every classroom, learning space and office and also in the kitchens, staff room, ELSA/Play Therapy room, New Hall, Library and DT Room.

On hearing the full lockdown signal, the following actions should be taken:

LOCKDOWN MANAGER

- Contact Emergency Services. Call 999 and inform them of:
 - Location - Where are the suspects?
 - Direction - Where did you last see the suspects?
 - Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
 - Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.)
- Notify:
 - Achieving for Children.
 - Kingston Council.
 - Kingston CCTV Control Room.
- Liaise with Site Manager or Deputy Site Manager, if possible.
- Liaise with SLT if possible.
- Liaise with office based staff, if possible.
- Decide when and how to communicate to parents, liaising with AfC and emergency services.

CHILDREN

- Children should follow all instructions from staff.
- Children or adults who are not with their class should go to the nearest classroom.

CLASSROOM STAFF

- If you are outside with your class, return to the building via the nearest door, locking it behind the last person if you can see no other children or staff in the area behind you.
- Return to your classroom, if possible, in an orderly manner, locking all outside doors (unless you can see children or staff coming towards the building).
- Close all the windows and blinds, including on internal doors, leaving the outside door blind until last (internal doors may also need to be locked/barricaded).
- Air vents, fans, air conditioning systems should be closed or turned off.
- A member of the staff from your team should ensure any volunteers or visitors to the Year Group are brought into the classrooms and then check the nearest corridor doors are locked.
- In each case, when locking a door, do not lock out any staff or children you can see in the area coming towards you but remain by the door to lock it once everyone is in.
- Year 1 to Year 6: Seat the children away from the windows, out of view, under the tables. EYFS should seat children on the carpet area.

- Take a register of all pupils/staff in each classroom/office.
- Turn off lights, smartboards and computer monitors.
- (Notify the Lockdown Manager (via the SLT walkie talkie channel) as soon as possible of any pupils not accounted for and any additional pupils/staff in your classroom.)
- If it is safe to do so, retrieve your phone (set to silent).
- Staff should position themselves under tables where possible with the class/room walkie talkie.
- Await further instructions.

STAFF OUT OF CLASS

- Lockdown in the place where you are when the signal is heard.
- Follow procedures, as above.

OFFICE STAFF

- Ensure the front door is locked and lock office doors.
- Lower the blinds.
- Bring the telephones and walkie talkie to the floor.
- Remain out of sight under the desks.
- If it is safe to do so, retrieve your phone (set to silent).
- Await further instructions.

SITE MANAGEMENT

- If in main building, check corridor doors and external hall doors are locked.
- Monitor CCTV.
- Liaise with Lockdown Manager via walkie talkie.
- If it is safe to do so, retrieve your phone (set to silent).
- Await further instructions.

CATERING STAFF

- Lock the back door to the kitchen.
- Close windows.
- Turn off lights and ovens.
- Shelter behind the internal wall, near the fire shutter.
- Await further instructions.

AUTHORISED VISITORS

- Lockdown in the area where you are when the signal is heard.
- Follow procedures above.
- Await further instructions.

LUNCHTIME/PLAYTIME PROCEDURE

- Staff should direct children into the buildings via the nearest external door;
- A member of staff should remain by each of the external doors until all children and staff are off the playground, after which they should lock it (unless they can see children or staff coming towards the building).
- Close all the windows and blinds, including on internal doors, leaving the outside door blind until last (internal doors may also need to be locked/barricaded).
- A member of the staff in each area should ensure any volunteers or visitors to the Year Group are brought into the classrooms and then check the nearest corridor doors are locked.
- In each case, when locking a door, do not lock out any staff or children you can see in the area

coming towards you but remain by the door to lock it once everyone is in.

- Year 1 to Year 6: Seat the children away from the windows, out of view, under the tables. EYFS should seat children on the carpet area.
- Turn off lights, smartboards and computer monitors.
- Air vents, fans, air conditioning systems should be closed or turned off.
- Take a register of all pupils/staff in each classroom/office.
- (Notify the Lockdown Manager (via the SLT walkie talkie channel) as soon as possible of any pupils not accounted for and any additional pupils/staff in your classroom.)
- If it is safe to do so, retrieve your phone (set to silent).
- Staff should position themselves under tables where possible with the class/room walkie talkie.
- Await further instructions.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

FULL LOCKDOWN ALL CLEAR

- Staff and pupils remain in lock down until it has been lifted by the Lockdown Manager/emergency services.
- **ALL CLEAR SIGNAL: 'All clear, all clear, all clear.'**

LOCKDOWN THAT EXTENDS BEYOND NORMAL SCHOOL HOURS

If the lockdown continues to be in place beyond the normal closing time for the school, the lockdown procedures shall continue to be followed until the all-clear signal is given. No personnel will be allowed to leave the site. Parents will continue to be informed by agreed communication channels and Emergency Service staff in attendance at the school, as appropriate.

COMMUNICATION BETWEEN PARENTS AND THE SCHOOL

We fully understand parents' concern for their children's welfare and will ensure that everything that can possibly be done to ensure children's safety during a lockdown will be done.

Arrangements for communicating with parents in the event of a lockdown will be routinely shared via ParentMail.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. We understand that parents will be concerned and that regular communication of accurate information will help to alleviate undue anxiety.

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.

We aim to share information with parents 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 required for contacting emergency support providers.
- Do not come to the school. They could interfere with emergency support provider's access to the school and may even put themselves and others in danger.
- Are aware that staff will not leave school buildings during a lockdown to speak to parents.
- Wait for the school to contact them about when it is safe to collect their children, and where this will be from.
- Are aware of what will happen if the lockdown continues beyond school hours.

However, when the school is in a full lockdown situation, the office will be un-manned, external doors locked and nobody will be allowed in or out.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

EMERGENCY SERVICES

We will 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 Headteacher 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.

POLICE RESPONSE

Staff are aware of the following in the event of a police response:

- Follow officers' instructions
- Remain calm
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

Useful contact numbers

- Achieving for Children Schools: 020 8547 5282; 020 8547 6878; 020 8547 6871
- Kingston Contingency Planning Team: 020 8547 5400
- Kingston Council CCTV Control Room (020 8547 5808); Out of Hours on 020 8547 5807.
- Occupational Health, Safety & Wellbeing, Guildhall: 020-8547-5600 (Ext: 4593); 020-8547-5161. Fax: 020-8547-5189

This policy is linked to the H&S Policy and will be reviewed at least annually and regularly updated to reflect any changes to legislation and statutory guidance.