



# West Byfleet Junior School

## Lockdown Policy

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### Introduction

Parents and carers trust our school to keep their children safe. Thanks to the efforts of staff and governors, schools in the UK normally remain a safe place for our children. However, tragic events overseas remind us that we could be involved in an emergency at any time.

The Department for Education recommends that schools create and maintain Lockdown procedures, in a Lockdown Policy.

This policy will help us:

- Develop and review a lockdown plan
- Provide information to all staff who could become involved in an incident
- Help staff to educate and inform the pupils and indeed their parents about what to do in such a situation
- Detail actions and procedures not only for use during such an incident but also for testing our readiness for such an incident.

This is a policy that every member of staff needs to understand and no one ever wants to use.

### What is Lockdown?

The purpose of Lockdown is to prevent an intruder or other threat outside the school from causing harm to pupils and staff. It means that the entrances to the school must be secured in an effort to prevent any threat entering and staff and pupils must find a suitable place to protect themselves.

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*Policy:* Lockdown  
*Nominated Staff Lead:* Headteacher  
*Nominated Governor Lead:* Safeguarding Governor

*Status:* Non Statutory  
*Review cycle:* Annual  
*Next review date:* Summer 2022

In the case of a fire or similar emergency the children and staff are taught how to leave the building quietly and safely. In a lockdown, they need to learn almost the opposite, to stay safely inside until the threat is removed.

Lockdown arrangements depend on the size of the school and layout. With a separate building, large fields to the rear and two storeys, we have many challenges to overcome.

Any procedures we establish must be realistic; in an incident staff and pupils will not have as much time to seek an appropriate place to hide and there is likely to be widespread confusion or panic.

It is highly unlikely that our school will ever have to implement a real lockdown but it is important for us to have arrangements in place to deal with such a situation.

### **Some of the issues we need to resolve**

- **Safe Places**

It is important for all staff to decide and know :

1. Where are the optimum safe places in the school?

Characteristics of a safe place are:

- a) An ability to lock pupils and staff safe inside
- b) No windows or windows with poor sight lines from outside
- c) Strong walls
- d) An ability to communicate with the outside world
- e) A way out if someone comes in

2. What are the second choices ?

3. Where are the best places to avoid?

4. What is the best way to ensure everyone knows where these places are?

5. Are there any safe places outside the school building that could provide cover in an emergency?

- **Suitable signals for a lockdown**

The signal for lockdown is clearly distinguishable to that of an evacuation.

- **Communication during the incident**

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During a lockdown, staff may find it difficult to obtain a clear view of the situation and communication needs to be maintained between staff and classrooms.  
The office will be responsible for communicating to any off site activities about the lockdown.

- Who gives the signal?  
Potentially any member of staff or volunteer could be the first to raise the Alarm for a lockdown.
- Dealing with the concerns of children  
It is important that children know what action to take if a lockdown happens at school. Becoming familiar with lockdown drills will improve the likelihood of these procedures being implemented swiftly and effectively.
- Dealing with concerns of parents/carers  
Parents/carers need to be informed of what teaching is taking place on this subject so they can prepare for any possible impact this may have on their children.
- Practice drills  
There are various ways of holding practice sessions for a lockdown and they include staff meetings, simulations and full live exercises.

### **Reasons for a lockdown to be initiated**

- Someone is out of control and threatens the safety of pupils
- Someone has guns or a weapon
- An intruder
- Hazardous chemicals outside the building
- An extreme weather related event

### **Raising the alarm**

All staff should be trained that when information is received in the office of a situation requiring a lockdown, whoever receives the information, will immediately activate the school's lockdown system and procedures.

The announcement of lockdown needs to be pre printed in various locations to ensure the correct words are known by all.

### **Classrooms and secure areas**

Before locking a door, staff should gather everyone in the immediate vicinity into their classroom or other secure area, if safe to do so.

Once inside the secure area, staff and pupils should:

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- Stay away from doors and windows
- Be aware of sight lines
- Consider covering windows or using blinds
- Take cover if available behind something solid
- Remain silent
- Phones put on vibrate

### **Toilets**

As the doors into the toilet area cannot be locked, pupils need to evacuate toilets if at all possible and get to an area of safety.

### **Open Areas**

Open areas including hallways and other open area are the most difficult to make secure.

### **Terminating a lockdown**

This may include a general announcement or it may be a room to room visit from the police or school staff

### **School recovery following a lockdown**

A debriefing should happen following a lockdown. Communication with parents is vital.

### **Lockdown Training**

Staff training will take place each year on lockdown training and induction will be given to new teachers.

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