

Gillespie Primary School



**Lockdown Policy
November 2016**

A **dynamic lockdown** is the ability to quickly restrict access & egress to a site or building (or part of) through physical measures in response to a threat.

The Government requires all council sites including schools to consider the need for robust and tested lockdown procedures. Lockdown procedures should be seen as a sensible and proportionate response to any incident which has the potential to pose a threat to the safety of staff, pupils and members of the public.

In drawing up our Lockdown Policy and Procedure we have taken guidance from the Islington Council documents:

- *School Lockdown Procedures* Nov 2015
- *Guidance to Schools on the development of school Emergency and Business continuity plan* 2015

School Security

In developing a viable and robust lockdown procedure for Gillespie School we have put in place a number of physical changes to the building to improve security. These include:

- Completing a 12 foot high perimeter fence around the entire site making it difficult to access the playground when it is locked
- A new internal wall in the foyer with electronically secured doors so there is no access beyond
- A new secure touch screen signing in system for all staff and visitors
- A new lockdown alarm system – separate from the fire alarm system which can be heard throughout the building and in the playground
- Ensuring all classroom doors can be locked quickly and efficiently from inside.

Lockdown Procedure

All adults have a duty to protect children to the best of their ability and to respond to a situation in the best way they can. In doing so they are also trying to keep themselves as safe as possible.

Through the above measures, every effort has been made to make the school safe. The Lockdown procedure will be activated only if these measures are breached and there is an intruder/s on the school site *with the potential to pose a serious risk* to staff and pupils.

In order to initiate the lockdown procedure, five designated staff have been identified and trained. These are:

- Mark Owen Headteacher
- Katrina Moses Deputy Headteacher
- Peter Langsdon Premises Manager
- Sara Wright School Business Manager
- Rebecca Williams Senior Admin Officer

In devising a Lockdown procedure it is not possible to cover every eventuality. How we respond to a situation will be determined by the circumstances including where staff and children are located on the school premises at the time of the incident and by any additional information we may have.

Staff will be alerted to the activation of the lockdown procedure through the lockdown alarm. On hearing the alarm they should either attempt evacuation or lockdown their classrooms depending on their location.

Evacuation

- If in the playground, staff should evacuate children immediately via the back gates adjacent to the trim trail and go via the safest available route to St. Johns Highbury Vale School. A duty adult will have a set of keys on their person for such an eventuality. Contact emergency services. Take a “register” check as soon as safely possible.
- If in the bottom hall evacuate via the fire door to the playground and follow the above procedures
- If in the top hall evacuate down the fire escape to the playground and follow the above procedures.

Classroom lockdown

If in a classroom, the computer suite, Lab_13, library, group room or study room staff should get the children to a lockable room as quickly as possible. If in another smaller room, they should go to the nearest lockable room and then:

- Lock and, if possible, block doors
- Get the children to lie flat on the floor underneath tables
- Secure the windows
- If possible, open e-mail or access mobile phones ready to receive any instructions by group e-mail or group text
- Once in lockdown mode, if possible, staff should notify the office immediately of any pupils not accounted for via mobile phone/email
- Staff should encourage the pupils to keep calm
- The school office will immediately alert and then maintain communication with the Emergency Services
- Where possible, the office will inform staff (via text/email) of Emergency Service response and advice
- The *only* signal for all clear will be verbally from a designated lockdown initiator (named above) or via a member of the emergency services visiting the room.

If a situation arises where an adult discovers possible danger from an intruder and no alarm has been sounded then they must seek to remove children from the imminent threat taking the best course of action available at that moment. If they are able to, they should alert others as quickly as possible and call the Emergency Services.

Other emergency procedures

These would be put in place to respond to situations that do not warrant a dynamic lockdown. These could include:

- Civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- Warning of an environmental risk such as air pollution (smoke plume, Gas cloud etc.).

The use of the Lockdown alarm and procedure would not be applied to these types of emergencies as there would be time to communicate specific information to staff and take appropriate action as follows,

- All outside activity should cease immediately, pupils and staff should return to the building.
- All staff and pupils remain in the building with external doors and windows locked closed.
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff

Once all staff and pupils are safely inside and the school secured, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

Communication between parents and the school

School lockdown procedures will be shared with parents either by newsletter or via the school website.

In the event of a full lockdown or other emergency procedure school leaders will take advice from the emergency services about when to communicate the situation to parents. The school will be mindful of the need to keep parents safe, to reassure them that all efforts are being made to keep their children safe and to provide regular updates via text once the situation has been explained.

Training

All staff will receive training annually on the Lockdown Procedures. It will be a part of induction training for new staff. A termly alarm practice will be held *for staff only* to ensure they can differentiate between the sound of the fire alarm and the lockdown alarm.