

# Coopers Lane Primary School



## Lockdown Policy

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**Approved by:** Paul Hooper

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# A Coopers Lane Learner...



## **Lockdown Policy and Procedures**

### **Rationale**

The purpose of these procedures is to provide instructions for staff in the event of an incident that requires whole school lockdown. These instructions should be read in conjunction with the school fire evacuation instructions, the school safeguarding policy and the school business continuity plan.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- 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.)
- A major fire in the vicinity of the school
- A major incident on the railway adjacent to the school
- The close proximity of a dangerous dog/animal roaming loose

This policy applies to employees, volunteers, parents/carers/pupils, and people visiting the school site. It covers the procedures staff should take if and when the school is required to go to lockdown.

### **Aims**

- To provide a safe and secure environment for our pupils, staff and visitors.
- To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

### **Implementation**

#### **All staff and visitors:**

It is of vital importance that Coopers Lane School's lockdown procedures are familiar to members of the teaching staff, non-teaching staff and visitors. To achieve this, a lockdown drill will be undertaken at least once a year. Pupils should also be aware of the plan. Regular practices will increase their familiarity of what action they need to take and when.

### For parents:

Parents will be aware of the school's lockdown policy, and a copy will be available upon request.

If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents will be requested not to come to the school, as **pupils will not be released to parents during lockdown**. Parents will also be asked not to call the school, as this may tie up emergency lines that must remain open.

Emergency Services will support the decision of the Head Teacher regarding the timing of communication to parents. **Please be assured in the event of a lockdown that the schools overriding consideration is the safety and well-being of your child and school personnel.**

### Lockdown Procedures

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.

Every effort has been made to make the school safe.

In order to initiate the lockdown procedure, seven designated staff have been identified and trained as the Crises Management Team, These are:

|                |                         |
|----------------|-------------------------|
| Paul Hooper    | Head Teacher            |
| Louise Black   | Deputy Head             |
| Sam Pepper     | Assistant Head          |
| Amy Riley      | Assistant Head          |
| Ayse Mehmet    | School Business Manager |
| Kevin Teasdale | Premises Manager        |

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 advice from the Emergency Services.

Staff and pupils remain in lock down until it has been lifted by Verbal communication by Senior Leadership or the office. At any point during the lockdown, if the fire alarm may sound **DO NOT** evacuate the building.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls or emails to the central office as this could delay more important communication.

## Lockdown Procedures

**Partial Lockdown** -The following procedures should be followed when the threat is **outside** of the school main building

**Alert to staff:** 'Partial lockdown' - Be direct. Via the tannoy system or verbal communication. This announcement should be repeated several times.

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### Immediate action:

- Exterior classroom doors ARE TO BE LOCKED
- Classes that are outside of the main building Art block, Studio, Reception Classes and the Nursery Must lock all exterior doors.
- Pupils that are attending sessions in other classrooms will stay with teacher/tutor and adopt lockdown procedure.
- All outside activity to cease immediately, pupils and staff return to their classrooms
- All staff and pupils MUST remain inside
- The school office will immediately alert and then maintain communication with the Emergency Services
- Senior staff will conduct an on-going risk assessment based on advice from the emergency services
- Teachers should take attendance of pupils in each classroom and prepare a list of missing and extra students in the room. the information should be sent to the office by email to [info@cooperslane.lewisham.sch.uk](mailto:info@cooperslane.lewisham.sch.uk) via classroom laptops
- Where possible the office will inform staff (via email) of Emergency Service response and advise
- DO NOT leave the site until you have heard the "all clear" by Verbal communication by Senior Leadership or the office.
- If the fire bell sounds DO NOT evacuate the building.

**Full Lockdown-** The following procedures should be followed when the threat or intruder is **inside of the school building**:

**Alert to staff:** 'Full lockdown'. Be direct. Via the tannoy system or verbal communication. This announcement should be repeated several times.

### Immediate action:

- Exterior classroom doors ARE TO BE LOCKED, classroom doors to be blocked if possible
- Classes that are outside of the main building Art block, Studio, Reception Classes and the Nursery Must lock all exterior doors.
- Pupils that are attending sessions in other classrooms will stay with teacher/tutor and adopt lockdown procedure.

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- All outside activity to cease immediately, pupils and staff return to their classrooms
- All staff and pupils MUST remain inside
- The school office will immediately alert and then maintain communication with the Emergency Services
- Turn out lights and keep children as quiet as possible
- Windows to be locked, blinds drawn, pupils are to sit quietly out of sight (e.g. under desks or on the carpet and away from windows.)
- Teachers should take attendance of pupils in each classroom and prepare a list of missing and extra students in the room, the information should be sent to the office by email to [info@cooperslane.lewisham.sch.uk](mailto:info@cooperslane.lewisham.sch.uk) via classroom laptops
- Senior staff will conduct an on-going risk assessment based on advice from the emergency services
- Where possible the office will inform staff (via email) of Emergency Service response and advise
- If the fire bell sounds DO NOT evacuate the building.
- DO NOT leave the site until you have heard the “all clear” by Verbal communication by Senior Leadership or the office
- Staff should await further instructions.