



Lockdown

Document Title	Lockdown
Policy Status	Approved
Date of Issue	18.10.24
Date to be Revised	November 2024

As part of our Health and Safety policies, Singlewell has a Lockdown Policy in place. On very rare occasions, it may be necessary to seal off the school to prevent entry from the outside. This measure ensures the safety of pupils, staff, and visitors in situations where there is a potential hazard either within the school grounds or in the immediate vicinity.

A lockdown is implemented in response to serious security risks, such as nearby chemical spills, the presence of dangerous animals, severe weather conditions, reported incidents or civil disturbances in the community, or attempts by unauthorised individuals to cause harm or damage.

Notification of Full Lockdown

Staff will be notified that lockdown procedures are to take place immediately by Walkie Talkie and Teams Call. If children are outside playing, supervising staff will be alerted by Walkie Talkie only. Adults and children should make their way to their classroom if safe to do so or the nearest safe place.

Follow the CLOSE procedure

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure – be aware that you may be in lockdown for some time

Based on the DfE guidance, here are the detailed responsibilities for each staff member during a school lockdown:

Headteacher

1. Initiate Lockdown:
 - Activate the lockdown procedure using the communication system above.
 - Ensure all staff and pupils are aware of the lockdown and understand the procedure.
2. Communicate with Authorities:
 - Immediately contact emergency services (police, fire brigade) to inform them of the lockdown and provide necessary details.
 - Maintain ongoing communication with emergency services for updates and instructions.
3. Coordinate with Staff:
 - Direct the Assistant Headteacher and other key staff in their roles.
 - Ensure that all entry points are secured and that staff members are following lockdown procedures.

4. Provide Updates:
 - Keep staff, pupils, and parents informed with clear and accurate information.
 - Use Teams to provide regular updates on the situation.
5. Oversee Safety:
 - Monitor the overall safety and security of the school.
 - Address any immediate issues or emergencies that arise during the lockdown.

Assistant Headteacher

1. Support Headteacher:
 - Assist the Headteacher in initiating and managing the lockdown.
 - Take over the Headteacher's responsibilities if they are unavailable.
2. Secure the Premises:
 - Ensure all internal and external entry points are secured.
 - Check that all classrooms and hallways/common areas are locked down properly.
3. Assist with Communication:
 - Help maintain communication with staff and emergency services.
 - Provide support in distributing updates and instructions to staff and pupils.
4. Supervise Staff:
 - Monitor and support teachers and support staff to ensure they are following lockdown protocols.
 - Address any concerns or issues raised by staff during the lockdown.
5. Coordinate with Site Manager:
 - Work with the Site Manager to address any physical security issues or utility concerns.

Office Staff

1. Initiate Lockdown Communication:
 - Ensure the Walkie Talkies and Teams Calls are working properly and notify all staff of the lockdown situation.
 - Ensure that any staff members or visitors in the school office are aware of the lockdown and know where to go for safety.
2. Secure the Office Area:
 - Lock all doors and windows in the office area.
 - Close blinds and turn off lights.
 - Ensure that all office staff remain out of sight and minimize movement.
3. Manage Incoming Communications:
 - Handle any incoming communications, including phone calls and emails, ensuring to relay critical information to the Headteacher or Assistant Headteacher.
 - Inform parents calling in that the school is in lockdown and provide them with the prepared statement about the situation.
4. Maintain Records:
 - Keep a record of all communications during the lockdown, including the time of initiation, updates from the Headteacher or emergency services, and any other relevant information.

- Document any incidents or issues that arise during the lockdown for future reference.
5. Support the Headteacher and Assistant Headteacher:
 - Assist in distributing information to staff and ensuring that updates are communicated promptly.
 - Provide administrative support as needed to help manage the lockdown procedure efficiently.
 6. Coordinate with Emergency Services:
 - If necessary, assist in communicating with emergency services to provide them with necessary information and updates about the school's status.
 - Follow any instructions given by emergency services and relay these to the relevant staff members.
 7. Parent Communication Management:
 - Prepare and send out notifications to parents, informing them of the lockdown situation and any instructions regarding the collection of their children.
 - Ensure that the statement advising parents not to come to the school during the lockdown is communicated clearly.
 8. Post-Lockdown Procedures:
 - Once the lockdown is lifted, assist in coordinating the safe and orderly dismissal of pupils if it is outside regular school hours.
 - Help in preparing and distributing a letter to parents detailing the incident and the actions taken by the school, reinforcing the importance of the lockdown procedures.

Teachers and Support Staff:

1. Initiate Classroom Lockdown:
 - Immediately lock classroom doors and windows, close blinds and turn off lights.
 - Keep pupils away from doors and windows and have them sit quietly under their desk.
2. Account for Pupils:
 - Conduct a register call to ensure all pupils are present and accounted for.
 - Notify SLT/Office of any missing or extra students using Teams.
3. Maintain Calm and Order:
 - Keep pupils calm and quiet.
 - Reassure pupils that the situation is under control and that their safety is the top priority.
4. Stay Informed:
 - Follow instructions from the Headteacher, Assistant Headteacher, or emergency services.
 - Monitor any updates through Teams and act accordingly.
5. Prepare for Possible Evacuation:
 - If directed, prepare pupils for a potential evacuation by having them line up quietly and follow instructions.

Site Manager:

1. Secure the Premises:
 - Ensure that all entry points, including gates, doors, and windows, are securely locked.

2. Support Internal Security:
 - Secure internal areas, including hallways, toilets, and common spaces.
3. Monitor Utilities:
 - Ensure all essential utilities (e.g., electricity, water) are functioning properly.
 - Be prepared to address any utility issues that may arise during the lockdown.
4. Assist with Communication:
 - Confirm with the Headteacher and Assistant Headteacher that the lockdown has been initiated.
 - Maintain communication with SLT/School Office to receive updates and instructions.
5. Conduct a Security Sweep:
 - Perform a thorough check of the school premises to ensure everything is secure and in order.
 - Report any damage or security breaches to the Headteacher and take necessary steps to address them.

Communication with Parents:

Parents will be informed:

'The school is in a full lockdown situation. During this period the phone and entrances will be unmanned, external doors locked, and no one allowed in or out.'

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.

Pupils will not be released to parents during a lockdown. Parents will be asked not to call the school as this may tie up emergency lines.

If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

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

Outside of Normal School Hours - Breakfast and Afterschool Club

In the absence of the Senior Leadership Team (SLT) on site, the Breakfast and Afterschool Club staff should take on the responsibility of initiating and managing the lockdown procedure, following the school's established policy and the Department for Education (DfE) guidelines.

1. Initiate Lockdown:
 - Notification: The most senior staff member present should immediately initiate the lockdown using the Walkie Talkie to alert all staff, ensuring that everyone, including children, understands that a lockdown is in progress.
 - Location Safety: Ensure all children and staff move to the safest location within the building, such as their designated classrooms or the nearest secure room.

2. Follow the CLOSE Procedure:

- C: Close all windows and doors.
- L: Lock up the rooms securely.
- O: Ensure that everyone is out of sight, such as under desks or away from windows, and minimize movement.
- S: Stay silent to avoid drawing attention.
- E: Endure, being prepared for the possibility of a prolonged lockdown.

3. Communication and Coordination:

- Emergency Services: If the SLT is not on-site, the most senior staff member should contact emergency services to inform them of the situation, providing as many details as possible.
- Internal Communication: Use Walkie Talkies to maintain communication between staff members, ensuring that all areas are secured and that everyone is following the lockdown protocol.
- Parent Communication: Do not attempt to contact parents during the lockdown, but be ready to assist with communication once the lockdown is lifted, following the prepared statements.

4. Maintain Calm and Order:

- Reassure Children: Staff should focus on keeping the children calm and quiet, reassuring them that they are safe and that the situation is under control.
- Monitor for Updates: Staff should stay alert for any updates from emergency services or SLT if they become available.

5. Prepare for Possible Evacuation:

- Be Ready: Staff should be prepared to evacuate the children if instructed by emergency services, ensuring that children understand the importance of staying quiet and following instructions closely.

6. After Lockdown:

- Post-Lockdown Communication: Once the lockdown is lifted, assist in ensuring that parents are informed of the situation and how to safely collect their children. Follow the procedures for dismissing children, especially if it is outside of regular school hours.
- Debriefing: Staff should participate in a debriefing session to discuss what happened, any challenges faced, and improvements for future incidents.