

The Priory School

Lockdown Procedures 2023-2024

Lockdown

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. 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 students in the school).
- An intruder on the school site (with the potential to pose a risk to staff and students).
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

Lockdown Arrangements

The school will operate two types of lockdown; 'partial' and 'full', depending to a large extent on local circumstances such as premises design and layout, class arrangements, resources available etc.

1. Partial Lockdown

Alert to staff: 'Partial lockdown'

In a partial lockdown staff and students 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. This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and students in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action

- All outside activity to cease immediately, students and staff return to building.
- All staff and students remain in building and external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances.

- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants.
- Staff should await further instructions.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.

A 'partial lockdown' may also be a precautionary measure, but 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.

2. Full Lockdown

Alert to staff: 'Full lockdown'

This signifies 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.

Immediate action

- Students and staff inside the school should remain in their classrooms or proceed directly to the nearest classroom.
- Office staff should remain in their office.
- External doors locked by the nearest member of staff. Classroom doors locked (where a member of staff with key is present).
- Windows closed, blinds drawn, internal door windows covered (so an intruder cannot see in or chemicals filter through external windows).
- students/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls).
- Lights, smartboards and computer monitors turned off (apart from the teacher monitor).
- All student mobile phones should be turned off, ensure that they are not in use.
- Take a register of any extra students/staff you have in each classroom/office and any you are missing.

· Communicate list via e mail to studentservices@prioritycofe.com. If a PE lesson is in the Dome or pool area then use the school phone or allocated work mobile provided with a very short message of who is not present.

Staff should await further instructions via email. Staff and students remain in lockdown until it has been lifted by a senior member of staff/emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

During the lockdown, staff will ensure access to their emails whilst awaiting further instruction and not make unnecessary calls to reception as this could delay more important communication. The school may also attempt to message all staff via text message in an emergency.

School Lockdown Plan

JTL is nominated as lockdown manager and LAT in her absence to initiate, manage and conclude the lockdown. JTL will also communicate with emergency services.

Staff are alerted to the activation of the plan a member of SLT informing staff verbally of the lockdown and to monitor their emails.

Partial Lockdown = SLT will trigger by subtly walking through the school to alert staff and students, giving instructions appropriately.

Full Lockdown = This step will be initiated by a follow up email to a partial lockdown

Responsibilities =

All staff with an external key must collaborate with colleagues to ensure that their nearest external doors are locked as soon as possible

Reception Staff	= Oversight the responsibility closure for Crush Hall and Reception
JRH / DSH	= Shore Centre
BGN / THR / MRN	= Ground floor entrances
SPN / JSM / PE	= Ground floor entrances

- Students/staff who are outside of the school buildings should be brought inside as quickly as possible.
- Those inside the school should remain in their classrooms or proceed directly to the nearest classroom.

- All external doors and, as necessary, windows are closed (depending on the circumstances, internal classroom doors may also need to be locked).
- Blinds/curtains drawn and windows on internal doors covered.
- Once in lockdown mode, staff should notify 'Student Services' immediately of any students not accounted for and any additional students/staff in their classroom.
- Staff should encourage the pupils to keep calm.
- As appropriate, the school should establish communication with the Emergency Services as soon as possible.
- Surrey County Council should be notified via the A E O / A S O or if unavailable the SCC Emergency Management Duty Officer.
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system.
- Pupils must not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm should sound.
- Staff who are not teaching or in their own office at the sound of the alarm should go to the nearest available one.
- Visitors/volunteers/peripatetic staff must stay with the member of staff they are visiting and 'Student Services' informed that they are with them.
- A member of SLT will inform staff that the lockdown has been lifted when appropriate.
- Areas in the school that cannot be effectively locked down – Staff should escort the students to the main or out buildings and wait in a classroom.

- ❑ At the end of a lockdown the following e-mail will be sent "The lockdown is now over, please continue as normal".

In the event a school is in lockdown and the fire alarm sounds, the school should contact the emergency services as in a normal fire alarm activation. A trained member of staff close to the fire alarm panel should establish what zone has been activated. Once the zone has been identified, the alarm should be silenced and another person sent to the area to investigate. They will need to approach with caution as there may be a fire or an intruder may have activated the alarm. If a fire is discovered this information should be communicated back to the person at the fire alarm panel, who should resound the alarm, update the emergency services and evacuate the school.

Due to the fast moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively. Staff should have clear roles and responsibilities and it is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff. Depending on their age, students should also be aware of the plan. (Regular practices will increase their familiarity).

Staff's understanding should be regularly checked with regular training refreshers. A lockdown drill should be undertaken at least once a year and thoroughly debriefed to monitor the effectiveness of your arrangements. Parents too should know that the school has a lockdown plan and that it will be regularly tested. However, it is not advisable to share the school's full lockdown plan.

Communication between parents/carers and the school

Arrangements for communicating with parents/carers in the event of a lockdown, will be shared via EduLink or the school website.

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

Parents/carers should be given enough information 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. 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

Communication with parents/carers will demonstrate that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, it may also be prudent to reinforce the message that 'the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody is allowed in or out...' Should parents/carers present at the school during a lockdown under no circumstances should members of staff leave the building to communicate directly with them.

Emergency Services

It is important to 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 coordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance.