Lockdown Procedure for Winford C of E Primary and Winford Preschool

This Procedure is based on the NaCTSO (National Counter Terrorism Security Office) [Guidance Note 1/2015 - Developing Dynamic Lockdown Procedures](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/478003/NaCTSO_Guidance_Note_1_-_2015_-_Dynamic_Lockdown_v1_0.pdf) and should be read in conjunction with the School Emergency Plan. It covers the sort of threats that the school may potentially be subjected to e.g. aggressive or violent intruder, dangerous animals, chemical or environmental incident. However, where the school is subject to an aggressive terrorist incident (e.g. armed attackers) and it is not safe to initiate any or part of this plan the basic stay safe principals of the [**Run>Hide>Tell**](https://www.gov.uk/government/publications/stay-safe-film) must be followed.

**What is dynamic lockdown?**

Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of).

***It is intended that this procedure should be amended and adapted for your school needs. Any notes written in blue italics are for information only when drawing up your procedure and should be deleted on completion****.*

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| **Part One: Lockdown procedure: Planning** | |
| **Procedures** | **Points to consider/notes** |
| 1. Names of Staff who will perform specific duties;  Executive Lockdown Leader: ***Nik Gardner***  ***Preschool Claire Lavender-House***  Back up ELL: Miss Nash  Lockdown Leaders: ***All teachers***  Back up LL:  Control Room (CTR) Location: ***main Office***  Alternative CTR: ***Breakfast club group room.*** |  |
| 2. Circumstances that the school will call a lockdown e.g.:   * ***Aggressive/violent intruder*** * ***Dangerous animals*** * ***Environmental hazard*** * ***Other threat as identified by the ELL*** |  |
| 3 External agencies that will or may need to be contacted:  Police/Emergency Services tel. 999  NSC (office hours) EMU tel. 01934 426706/70  NSC (out of hours) CCTV room tel. 01934 622669  Environment Agency tel. 0800 80 70 60 |  |
| 4. Method of communication to be used in the event of a lockdown: | *School telephone on Judy’s desk (hidden) or PPA room to be used.* |
| 5.Lockdown **alert signal** will be given in the following way:  **All clear** signal will be given in the following way: | *Walkie-Talkie will be buzzed to ALL classrooms.*  *All teachers should ensure that their outside doors and internal are locked.*  *-Kitchen will receive notice via walkie talkie that is based in the kitchen.*  *PRE-SCHOOL= Main Pre-school entrance door. RECEPTION= Cloakroom doors and inner door  YEAR 1= Cloakroom outside door and sliding doors*  *YEAR 2= Cloakroom outside door and sliding doors*  *YEAR 3= Cloakroom outside door and sliding doors*  *YEAR 4= Cloakroom outside door and sliding doors*  *YEAR 5= Exit door nearest Year 5 class steps*  *YEAR 6=Exit door nearest Year 6 bridge.*  *PLUS CLOSE ANY CLASSROOM BLINDS.*  *KITCHEN=Lock external door*  *NG’s DOUBLE DOORS= NG (or office in his absence)to lock these.*  *All clear will be signalled by Walkie talkie buzz again*  **Pupils/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 or under desks)** |
| 6. Movement plan for pupils and staff to follow if they are not in a class room:  E.g. pupils/staff to make their way to their classroom or their nearest secure building. | *-Children already in classrooms stay there.*  *-Children (1 class) in the hall need to move to the group room.*  *-Children in any open group spaces need to move to the NEAREST class.*  *-If multiple children are in the hall (assembly or lunch), then they should be removed class by class to their classrooms with the exception of Puma and Lynx who will assemble in the group room.*  *-Pre-school should all assemble in the area with the staged corner.* |
| 7. How will register be taken and communicated to the CTR? | *-Classes will count the number of children to ensure that none are missing. Any missing children should be reported via the walkie-talkie* |
| 8. LL to check designated areas of the school.  For example:  Area 1 Main Downstairs : LL Nik Gardner (or JG)  Area 2 Main upstairs : LL Claire Hayward/Anna Young  Area 3 Year 5/6 block: LL Will Luxton  Area 4 Reception and Pre-school: LL Fiona Bennett | *Lockdown leaders should are assigned areas as part of this plan, if this is not practical at the time needed, the ELL can designate LL to areas on the day.* |
| 9. Lockdown procedures will be practised at least once per year and drills recorded in the fire evacuation file. |  |
| **Part two: Lockdown Procedure: Roles** | |
| **1. CTR/ELL role:**   * Sound alert signal * Co-ordinate LL * Contact Emergency services/external agencies * Begin roll call process approx. 15 minutes after lockdown was initiated. * Gather information and liaise with all staff * Take records * Initiate all clear * Lead the debrief with all parties and any communications |  |
| **2**. **LL role:**   * Report to CTR via walkie * Secure designated area (windows & doors) * Gather information and liaise with staff/CTR * Search for missing children if required * Undertake dynamic RA at all times and not move about school if not safe to do so |  |
| **3.** **Non LL Staff must**:   * Escort pupils to a lockdown area * Take a register if possible * Communicate with CTR any missing pupils or additional pupils * Check doors and windows in immediate vicinity are secure * Keep pupils calm and quiet * Where appropriate (due to nature of the threat) sit on floor away from windows * Keep mobile phones on silent | *Parents will be notified of the lockdown as soon as practical to do so via the schools email.*  *Pupils will not be released to parents or transport during a lockdown.*  *Depending on the type and severity of the incident, parents and transport may be asked NOT to collect pupils from school.*  *If the end of the school day is extended by a lockdown, parents will be notified, and will receive information about the time and place pupils can picked up, either from school staff or the Emergency Services.*  *Parents will be informed as soon as possible following any serious incident, as to the reasons for the lockdown being called.* |
| **Part Three: Lockdown Procedure: Debrief & Review** | |
| 1. Debrief for staff/pupils to be taken by ELL as soon as possible after the incident. |  |
| 2. Parents to be informed via a meeting and /or letter as soon as practical after incident.  Media contact to be consulted before any communications are released:  E.g. NSC Media & Communications Officer tel. 01934 634996 (press.office@n-somerset.gov.uk) | *Consider any other suitable methods of communication e.g. website, social media*  *Who will need to be consulted before communications are released e.g. NSC Media And Communications Officer? Provide contact details.* |
| 3. Incident report to be completed by ELL  Reporting mechanism :  E.g. NSC H&S Incident & Accident form | *Where provided the Police Incident report/number and Police liaison Officer details should form part the incident report.* |
| **Lockdown Procedure written by:** | **Review by:** |
| **Date:** | **Review date**: |

**Winford C of E Primary School and Winford Preschool**

**Lockdown Procedure**

-In the event of the Lockdown walkie-talkie beeper Signal Alert, stay indoors in the room/classroom that you are in.

-If you are outside make your way to the nearest classroom .

-Staff will be kept informed by walkie-talkie OR staff email (please remember to have the main whiteboard OFF for communications).

-It is therefore important that a computer is always logged on (and email accounts open) during teaching sessions.

If you are with children it is important to:

**• Remain Calm**

**• Reassure**

**• Ask children to be quiet and to follow your instructions**

The policy was reviewed in July 2024

Next review date: July 2025

Signed: