Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children 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, these may be:

1. A reported incident, disturbance in the local community
2. An intruder on the site (with the potential to pose a risk to staff and pupils in the school)
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
4. A major fire in the vicinity of the school
5. The close proximity of a dangerous dog roaming close

In order to warn of these dangers we use our two-way radios followed by short repeated alarm signals.

In the event of an actual lockdown parents will be notified by a text message as soon as possible.

The school’s lockdown plan is as follows:

<table>
<thead>
<tr>
<th>Signals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signal for lockdown</td>
<td>Two way radio alert/Phase internal phones</td>
</tr>
<tr>
<td></td>
<td>Start – Stop – Start - Stop</td>
</tr>
<tr>
<td>Signal for all-clear</td>
<td>Verbally from designated person via two way radio/internal phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lockdown</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rooms most suitable for lockdown.</td>
<td>All classes to remain in own classrooms</td>
</tr>
<tr>
<td>Entrance points (e.g. doors, windows) which should be secured.</td>
<td>External doors</td>
</tr>
<tr>
<td></td>
<td>Fire Doors</td>
</tr>
<tr>
<td></td>
<td>Internal doors</td>
</tr>
<tr>
<td></td>
<td>All windows</td>
</tr>
<tr>
<td>Communication arrangements</td>
<td>Two-way radios phase telephones - nursery</td>
</tr>
<tr>
<td></td>
<td>Mobile phones</td>
</tr>
<tr>
<td>Notes.</td>
<td>If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.</td>
</tr>
<tr>
<td>Initial response - lockdown</td>
<td>Staff Responsible.</td>
</tr>
</tbody>
</table>
Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety.

Children in Nursery to seek cover. Children in Reception to seek cover. Pupils in key stage 1 & 2 to seek cover under their tables.

Class Teachers/Teaching Assistants responsible for own class

Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.

School Admin Staff/Senior Leadership

Dial 999. Dial once for each emergency service that you require

School Admin Staff/ Senior Leadership

Ensure people take action to increase protection from attack:
Block access points (e.g. move furniture to obstruct doorways)
Sit on the floor, under tables or against a wall
Keep out of sight pull down blinds
Turn off lights
Stay away from windows and doors

Class Teachers/Teaching Assistants responsible for own class.

Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access

Senior Leadership /School Admin

If possible, check for missing / injured pupils, staff and visitors

Class Teachers/Teaching Assistants responsible for own class

Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

Staff will be alerted to the activation of the plan through the two way radio and a recognised signal, audible throughout the school

- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If children remain outside they will hide behind ST Anne’s Church
- Those inside the school should remain in their classrooms
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via two way radio/phase phones and instigate an immediate search for anyone missing
- Staff should encourage the pupils to keep calm
- As appropriate, the school office will establish communication with the
- Parents will be notified as soon as it is practicable to do so via text messaging
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be sent via two way radios
It is of vital importance that the school’s lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity)

**Partial Lockdown**

**Alert to staff: ‘Partial lockdown’**

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 pupils 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, pupils and staff return to building. (Staff will be alerted via two way radios)
- All staff and pupils remain in building and external doors and windows locked
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff. 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. This can then be communicated to staff and pupils.

‘Partial lockdown’ is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, windows and sky lights should be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat

**Full Lockdown**

**Alert to staff: ‘Full lockdown’**

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

**Immediate action:**

- All pupils return to classroom
- External doors locked. Classroom doors blocked
- Windows locked, blinds closed, pupils sit quietly out of sight under desks
- Register taken/head count-the office will contact each class in turn for an attendance report via two way radio
- Staff and pupils 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, and a verbal message via two way radios/phase phones which is a cue to evacuate the building.
- During the lockdown, staff will keep agreed lines of communication open, via phase phones/two way radios, but will not make unnecessary calls to the central office as this could delay more important communication.
Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents 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 needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency 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 for you to come get their children, and where this will be from

*Parents will be told ‘.the school is in a full lockdown situation. During this period the phones and entrances will be un-manned, external doors locked and nobody allowed in or out...’*

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, Manchester City Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friend and family outside of the cordoned area.

Policy to be presented to Governors for agreement on 23\textsuperscript{rd} May 2017

Signed .................................................................................................................Chair of Governors.

Signed ...............................................................................................................Headteacher.