

# Great Horwood Church of England School

## Security Lockdown Procedure

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, pupils, parents or visitors in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. This may also include where there is a need to restrict the movement of pupils around the school environment.

Upon hearing the alert signal, the procedures for a lockdown will be implemented. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud;
- A serious or emergency accident or incident requiring the emergency services at the school;
- A major fire in the vicinity of the school;
- The proximity of a dangerous dog roaming loose;
- A swarm of bees or wasps;
- Injured wild animals on site that pose a danger e.g. foxes, deer, geese
- Dense fog where pollution could cause breathing difficulties;
- Volcano ash clouds which could cause breathing difficulties;
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school;
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to pupils, staff or parents;
- An intruder on the school site with the potential to pose a risk to staff and pupils; (please note this is extremely rare).

### Emergency Services

- It is important to keep lines of communication open with outside agencies and the 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;

- The current place of safety in the event of an evacuation is St James Church Hall. The village hall may also be used.
- It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff and pupils. To achieve this, a lockdown drill should be undertaken at least 3 times a year in line with department for education (DFE) guidelines.

#### Communication between parents and the school:

The lockdown procedures will be published on the school website and routine practices communicated with parents by email or text through 'My Child at School' (MCAS).

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable;

**'Great Horwood School is in a lockdown situation. During this period the phones, office and entrances will be un-manned, external doors locked. Please do not phone school as we need to keep the lines free for emergency services. Please wait for further instructions and information. We will update you as soon as we can.'**

- Parents will be given information about what will happen/is happening or has happened 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 their safety.
- Parents will be reassured that any measures needed to ensure the incident does not re-occur are put into place;
- Parents are asked not to contact the school during a lockdown or immediately afterwards. Calling the school could put pupil's safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, parents or Buckingham Council.
- Parents are asked not to come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger;
- Parents need to wait for the school to contact them about what happens next and when it is safe for them to collect their children, and where this will be from (if this is deemed necessary).
- Parents will be informed when the all-clear has been given.

The school's lockdown plan is as follows:

## **Great Horwood School**

# Security lockdown procedure

## Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
<b>Paula Shaw</b> Headteacher	<ul style="list-style-type: none"> <li>Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.</li> <li>Make sure all access points are secured.</li> </ul>	pshaw@ghw.odbst.org
<b>Chelsea Dumbarton</b> Deputy headteacher (In the absence of the headteacher HLTA staff member)	<ul style="list-style-type: none"> <li>Deputise for the headteacher if required.</li> <li>Escort visitors to agreed safe place.</li> <li>This could be the hall, library or a classroom.</li> <li>Support staff and children as required</li> </ul>	cdumbarton@ghw.odbstorg
Teachers and LSA support staff	<ul style="list-style-type: none"> <li>Bring pupils to classrooms or other places of safety such as the hall or library.</li> <li>Take register and stay with pupils. Communicate with the school office using TEAMS and/or email.</li> <li>Keep pupils quiet &amp; calm.</li> </ul>	
<b>Deborah Frankum</b> Administrator and/or <b>Louise Brimley</b> School Business Manager	<ul style="list-style-type: none"> <li>Contact the emergency services</li> <li>Communicate with parents/carers</li> </ul>	office@ghw.odbst.org

## Security lockdown signals

SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
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<ul style="list-style-type: none"> <li>• Lockdown signal is 3 blasts from the fire alarm.</li> <li>• Note: (Fire alarm is a continuous ring)</li> <li>• This will be followed up by internal messages from the school office using TEAMS or Email.</li> </ul>	<ul style="list-style-type: none"> <li>• Internal message systems by TEAMS or email.</li> <li>• Followed up by word of mouth from a senior leader</li> </ul>
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## Security lockdown plan

<p><b>Our safe assembly points</b></p>	<p>Pupils and staff should shelter in their nearest classroom, the hall or library.</p> <p>Office staff to remain in the school office.</p> <p>Visitors working in class with pupils would remain in the classroom they are working in.</p> <p>Other visitors to the school would shelter either in the school hall or in the library.</p> <p>If it is not safe to return to classrooms and it is safe to do so they should vacate the premises and make their way St James' Church.</p> <p>Emergency procedures would then be followed.</p>
<p><b>Secure entrance and exit points</b></p>	<p>Class teachers and school staff will close the doors and windows for the rooms that they are sheltering in.</p> <p>Teachers/staff closest to the external doors will lock these.</p> <p>Senior leaders will check all exits are secure including the staff room,</p> <p>School front reception door,</p> <p>bottom of the stairs</p> <p>hall doors</p> <p>downstairs cloakroom accessibility door</p>

<p><b>Bring pupils inside</b></p>	<p>Lockdown alarm can be heard from outside.</p> <p>A staff member will walk all the children to the nearest classroom or hall.</p> <p>A fire register will be taken. (This could be electronically using an iPad)</p> <p>Staff will use ipads/laptops to communicate to the office the children that they have and if they have any missing.</p> <p>Admin staff in the school office will keep track of which children are where.</p> <p>Senior staff will ensure all children are accounted for.</p>
<p><b>Steps to increase protection</b></p>	<p>For example:</p> <p>Lock and screen doors/ pull down the blinds</p> <p>Position children away from sightlines from external doors and windows – for example, under tables/around the corner of the classroom doors</p> <p>Turn off lights and monitors/interactive white boards</p> <p>Make sure mobile phones and electronic devices are on silent, or turned off</p> <p>Turn off fans (this will reduce noise and the risk of exposure to any chemical or pollution)</p> <p>Cover windows and air vents (if the risk is pollution or a gas cloud)</p> <p>Block access points (e.g. move furniture to obstruct doorways)</p>
<p><b>Internal communication during a lockdown</b></p>	<p>Internal communication is by TEAMS and email or phone. WhatsApp may also be used if needed.</p> <p>Phones only to be used if the drill is not due to an intruder who could hear the phone ringing.</p>
<p><b>Communication with parents/carers during a lockdown</b></p>	<p>Parents and carers will be contacted to let them know that the school is in lockdown via MCAS Bromcom text and/or email.</p> <p>Parents &amp; carers are asked not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school. They will receive updates and further information as required.</p>

<p><b>Arrangements for pupils or staff with additional needs</b></p>	<p>Some pupils will require support if there is an evacuation.</p> <p>Some pupils may require ear defenders – class teachers will ensure that these children will have them.</p> <p>Some pupils will require asthma inhalers if evacuated. There is an emergency inhaler in the school emergency grab bag. Teachers will bring first aid bags from classrooms.</p> <p>A staff member from EYFS will bring the emergency evacuation case if required.</p> <p>Pupil medication from the first aid room will be taken by the office administrator.</p> <p>Staff will take their high-visibility jackets with them.</p>
<p><b>Lockdown duration</b></p>	<p>According to DfE guidance, the school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.</p>
<p><b>Evacuation plan, if needed</b></p>	<p>Evacuations will be communicated by email and TEAMS message and by phone to each building.</p> <p>Place of Safety:</p> <p>Name: St James Church</p> <p>Type of venue: Church</p> <p>Contact name and number: The church is next door to the school and is open during the school day.</p> <p>Church Warden is Carolyn Bayliss</p> <p>Remember that it is very much <b>the exception</b> to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.</p>
<p><b>Security lockdown drills</b></p>	<p>Lockdown drills occur each long term (3 times a year) They are usually done at the start of each term, but consideration is given to part time staff and visitors to ensure the drill occurs on days when most people are in school.</p> <p>Staff are reminded at the beginning of each term that a lockdown drill will be taking place.</p> <p>This is discussed and is on the business minutes.</p> <p>Staff talk to the children about lockdown drills in their classrooms so that it is age appropriate.</p> <p>Parents/carers are informed on the day of the drill.</p>

## Lockdown drill action check list

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers/inform the school office if you have any additional or missing children		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		

Step	Time	Signed
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		