



# LOCKDOWN POLICY

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Policy Approved on 18 February 2020

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## SEVA SCHOOL

### LOCKDOWN POLICY AND PROCEDURE

Lockdown procedures are 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 pupils 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:

- An angry parent in the reception area
- A pupil who is displaying threatening behaviour
- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud, etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

The school's lockdown plan is as follows:

**The Head of School, Head of Primary, Head of Secondary or any other member of SLT will initiate a lockdown, which will only commence when there is a potential safeguarding incident or situation such as those outlined above.**

Should any member of staff become aware of a potential threat or situation, they should send an adult messenger to the Head of School or SLT.

#### Phases of lockdown

<u>Be aware – least serious</u>
<u>Localised – a particular area of the school is involved in a lockdown process</u>
<u>Level 1</u>

**Level 2**

**Level 3**

In the case of a Level 1-3 lockdown, a lockdown screen will appear on all staff computers. Office staff will inform staff outside and all outside activities will cease immediately and the children moved to the nearest inside space or classroom. If the alert is at lunchtime, **an adult should ring the bell to get children inside as quickly as possible.**

Children in intervention groups or PE in the halls should stay where they are unless expressly told otherwise by a member of SLT.

Adults and children should not leave their classrooms/room/hall for any purpose until the all clear is given.

Lockdown Level	Reason for lockdown: (examples)	Action to be taken
<b>Be aware</b>	Potential angry parent coming on to school site	<ul style="list-style-type: none"><li>• A general message will be sent to alert staff</li><li>• Staff can still move freely about the school, but should be vigilant near entrance/exits.</li><li>• The office staff should be present at the 'hatch' in order to provide increased security to the entrance area.</li><li>• Further e-mails may follow to escalate to <b>Localised</b> or <b>Level 1</b> lockdown – staff should look out for further communications.</li></ul> <p>A communication will be sent out to staff with an explanation as to the exact nature of the lockdown; e.g.:</p> <p><i>Be aware of a potential lockdown situation developing. Staff may still move freely about the school, but, after signing out, please do not exit via the main entrance – instead please use the door through Early years.</i></p>
<b>Localised</b>	Angry parent on school site.	<ul style="list-style-type: none"><li>• All doors leading off the main entrance/reception area to be locked.</li><li>• Office staff to put up signs 'school-side' of doors notifying staff that a lockdown is in progress and that the doors are locked and an alternative route should be found if possible.</li><li>• A senior member of staff will be stationed at the reception area double doors to ensure only authorised use, and that the door closes behind users.</li><li>• A member of SLT will be available to deal with the parent</li></ul> <p>A communication will be sent out to staff with an explanation as to the exact nature of the lockdown; e.g.:</p> <p><i>A <b>localised lockdown</b> is in progress in the main entrance/reception area. We are expecting/have an angry parent on site. Please keep all children away from the front office area, where we will try and contain the person concerned. Be vigilant that the parent may try</i></p>

		<p>and access the building via another route. Children may leave school as normal at the end of the day but be aware of potential security breaches.</p> <p><b>Doors around the main entrance/reception area are locked. <u>Please avoid this area if at all possible</u>, but if you should need to use the doors please be extremely vigilant and aware that a parent may forcibly try and enter the school.</b></p> <p><b>If you are leaving school, please sign out as normal but exit via the Early Years Door. Do not allow any children to accompany you into the office area.</b></p> <p><b>OR</b></p> <p><i>It may not be possible to sign-out, but all staff to be logged out at the end of the day. The day will be recorded as a 'Localised Lockdown', so timings will not be relevant.</i></p>
<b>Level 1</b>	Dangerous dog running loose, civil disturbance, angry parent on site	<ul style="list-style-type: none"> <li>• A screen communication will appear on all staff computers, all outside activities should immediately cease and the children moved to the nearest inside space or classroom.</li> <li>• If the alert is at lunchtime, an adult should ring the bell to get children inside as quickly as possible.</li> <li>• Children in groups or PE in the halls should stay where they are unless expressly told otherwise by a member of SLT.</li> <li>• Roll call – alert office staff to missing children by e mail</li> <li>• Close all external doors.</li> <li>• Continue with normal class activities but do not allow any movement outside of year area. Toilets are still accessible.</li> <li>• Monitor e-mails closely in case the threat escalates.</li> <li>• One member of SLT to go around and check that all pupils are accounted for – including intervention groups</li> </ul> <p>An e-mail will be sent out to staff with an explanation as to the exact nature of the lockdown; e.g.:</p> <p><b><i>A level 1 lockdown is in operation. There is no cause for alarm. We have been advised that a dangerous dog is running loose in the vicinity. The authorities are aware but the whereabouts of the dog are not known. Children should remain indoors until the end of the school day. Children may leave school as normal at the end of the day but please be vigilant. Outside clubs may be suspended. Please await further e-mails.</i></b></p>
<b>Level 2</b>	Risk of air pollution, major fire in the vicinity	<ul style="list-style-type: none"> <li>• All of the above.</li> <li>• All children to be moved to classrooms immediately</li> <li>• Close and lock all doors and windows.</li> <li>• Children and adults should remain in the classrooms but with access to toilets – <b>THIS IS NOT POSSIBLE FOR THE OLD PORTA CABINS.</b></li> <li>• Maintain quiet classroom activities</li> <li>• Text to be sent to parents regarding possible delayed collection of children.</li> </ul>

		<ul style="list-style-type: none"> <li>• SLT member in charge of the school to contact emergency services</li> </ul> <p>An e-mail will be sent out to staff with an explanation as to the exact nature of the lockdown; e.g.:</p> <p><i>A fire in Eden Road has necessitated a <b>level 2 lockdown</b>. All staff and children should remain in their classrooms/areas until further notice. Please close and lock all windows and close all doors.</i></p> <p><i>Parents have been asked to keep away from the school until the situation has improved.</i></p> <p><i>Please monitor e-mails closely for further updates.</i></p>
<p><b>Level 3</b></p>	<p>Physical threat to safety of staff and children, possible hostage situation, terrorist or bomb threat</p>	<ul style="list-style-type: none"> <li>• All of the above</li> <li>• SLT to contact police</li> <li>• Children should hide under tables, blinds drawn down and glass panels in doors will be covered.</li> <li>• Mobile phones should be on silent.</li> <li>• Maintain silence if possible at all.</li> <li>• Text to be sent to parents regarding police involvement and that on no account should parents attempt to approach the school until an all clear text is sent out.</li> <li>• Non-classroom based support staff should locate themselves in a lockable room but have access to e-mail. They should notify the school office e-mail address with roll call and whereabouts.</li> </ul> <p>An e-mail will be sent out to staff with an explanation as to the exact nature of the lockdown; e.g.:</p> <p><b><i>A level 3 lockdown is in operation - extremely dangerous situation.</i></b> <i>The police have been called. Parents have been contacted.</i></p> <p><i>Children should locate to the centre of the room and sit on the floor, away from doors and windows. All staff and children <u>must remain in their classroom until further notice</u>. Please send roll call/absences to <a href="mailto:school.office@seva.coventry.sch.uk">school.office@seva.coventry.sch.uk</a> as soon as possible.</i></p> <p><i>Lock all doors and windows. Blinds down. Cover glass on doors. Maintain silence if at all possible.</i></p> <p><i>Monitor e-mails closely. Switch mobile phones to silent and DO NOT use your mobile phone as it may be needed to contact you.</i></p> <ul style="list-style-type: none"> <li>• <b>Also need to notify DENSO on 02476 842500 speak to Dan Kelly</b></li> <li>• <b><u><a href="mailto:d.kelly@denso-sales.co.uk">d.kelly@denso-sales.co.uk</a></u> or <u><a href="mailto:covadmin@denso-sales.co.uk">covadmin@denso-sales.co.uk</a></u></b></li> </ul>

Roll Call – for all levels

Once a roll call has been taken, a phone call or text should be sent to the office admin team so that all children and staff can be accounted for. Children in 1:1, small groups or away from normal classrooms should be accounted for by e-mail. Staff working alone or in meetings should make the office aware of their location.

All staff should also make their line manager aware of their location by e-mail, or by text if e-mail is unavailable.

### **Informing Parents**

SLT will continually risk-assess the situation and make a decision to inform parents of the situation:

- If the parents' safety is at stake
- If the children's safety may be compromised if parents arrive on site
- If the police recommend that parent are informed.

Only a member of SLT may instruct administration staff to send texts to parents.

### **Lockdown Over**

**Level 1** – (Green )Localised, Be aware – teachers will be advised by a communication that the lockdown is over. There should not be any need to advise parents or children that a lockdown has taken place.

**Level 2** – (Blue) staff will be advised that lockdown is over. Depending on the reason for the lockdown, staff will be advised to inform children of the reason for the lockdown, and any further steps that need to be taken.

**Level 3** –(Red) Staff and children will be debriefed by a member of SLT or the police, depending on the reason for the lockdown. Letters will be sent home with children if appropriate. Media will be managed by SLT/Trustees. Staff should not discuss the situation with anyone who does not work at the school.

SLT will analyse each lockdown and try to improve procedure for all involved.