**Woodhall Primary School Lockdown Procedures**

All policies are underpinned by our child protection procedures as laid down by the child protection policy.

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 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:

* 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/animal roaming loose

This list is for illustration only and not meant to be exhaustive.

**The school’s lockdown plan is as follows:**

In the event of a situation requiring school lockdown procedure to be considered, the nominated lockdown lead will activate, managed and conclude a lockdown.

At Woodhall the nominated people are:

* Designated Lockdown Lead (DLL): Mrs L. Tweed (Executive Headteacher)
* Deputy DLL/s: Miss E. Barneveld (Deputy Headteacher) and Mr M James (Deputy Headteacher)

In the case of either the DLL or Deputy DLL/s being absent, one or other of the following nominated people will assume responsibility:

* Miss S. Dallas
* Mrs B. Hatton
* Miss H. Brierley

To support the DLL, or nominated person, a Critical Incident Reaction Team will meet to help coordinate and manage the lockdown situation. The Critical Incident Reaction Team (CIRT) is:

Mrs L. Tweed

Miss E. Barneveld

Mr M. James/Miss H. Brierley

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| **How To Report A Possible Lockdown Situation And Procedures** | **Actions** |
| **Lockdown to be authorised by Headteacher, or Acting Headteacher in their absence**  | Members of staff should contact the nominated person if they observe something suspicious that may require a lockdown situation. Communication methods to be used in the reporting of activities that may result in a lockdown are: * Speak to nominated person
* Telephone the School Office via the internal phone network
* Contact School Office Teams
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| **Activating Lockdown Procedures** | The Designated Lockdown Lead or other designated person will initiate lockdown. If the executive headteacher is off site, they will be contacted by deputy designated lockdown lead.Once the Designated Lockdown Lead or other designated person has taken the decision to activate lockdown, the following actions should be taken as a matter of urgency: 1. **Partial Lockdown** – this may result from a reported incident/ civil disturbance in the local community.
* School office will signal a partial lockdown with THREE SHORT RINGS on the school bell. The office will then send a Teams message and an email with the message: ‘Code Black, Code Black’.
* Staff should lock all external doors and windows, including the front door. A sign will be displayed stating that the school is in lockdown.
1. **Full Lockdown** – this signifies an immediate threat to the school and may be an escalation of a partial lockdown.
* School office will signal a full lockdown with THREE SHORT RINGS on the school bell FOLLOWED BY A PROLONGED RING.
* The office will then Teams and email with the message, ‘Code 99, Code 99’.
* Staff should lock all external and internal doors (where possible) and windows
* Any classes that are outside should be brought in immediately unless this endangers them or others; if outside they should be moved to place of safety

For Partial or Full Lockdown the following actions should be taken as a matter of urgency: * Designated Lockdown Lead to inform Police and other emergency services via 999
* School Receptionist to alert other local schools of the situation
* Designated Lockdown Lead to initiate the Critical Incident Reaction Team Meeting in the Headteacher’s Office or Farrow Room.
* School Secretary to notify the school’s Chair of Governors (Mrs Hazel Crane – 07939 044915)
* School Secretary to email all staff and parents of the situation i.e. via ParentMail and/or ClassDojo
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| Methods of ascertaining which members of staff and children are safe and accounted for and how this is communicated | * Teaching staff with children during curriculum time, both inside and outside of the classroom should undertake a head count to ensure all children are present.
* Only if a child is missing should a register be taken and the absentee’s name be emailed **and** sent via Teams to the school office.
* Lockdown during break and/ or lunch time staff and children should make their way to the nearest classroom, or other indoor area.
* Once indoors, a head count/ register should be taken. The details of any absentees should be emailed **and** sent via Teams to the school office.
* **All staff must report their safety to the office via Teams once a register is completed.**
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| Stand Down/End of Lockdown | When the Designated Lockdown Lead takes the decision to conclude lockdown, the following actions should be taken: * School office to signal the end of the lockdown to staff and children with a prolonged ring on the school bell.
* The office will then email and send a Teams message with the text, ‘Code White, Code White’.
* School Secretary to notify the school’s Chair of Governors (Mrs Hazel Crane – 07939 044915)
* If Executive Headteacher is off site, they will be contacted by the Designated Lockdown Deputy
* School Receptionist to alert other local schools that lockdown has concluded
* School Receptionist to message parents via ParentMail and/or ClassDojo that lockdown has ended and that they are able to return to the school site.
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All classes to remain in own classroom

Entrance points (e.g. doors, windows) should be secured - External doors, Fire doors, Internal doors, all windows.

Communication arrangements – Teams or mobile phones

If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site

**Lisa Tweed September 2022**