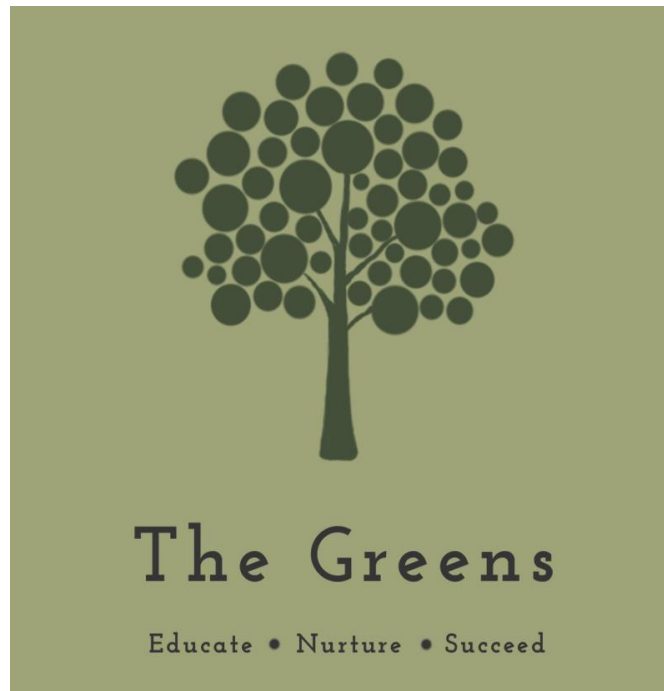


# The Greens ENS Lockdown Procedure



**Approved by:** Melanie Entwistle **Date:** 1/03/2021

**Last reviewed on:** 01/04/2022. 05/03/2023 06/09/2024

**Next review due by:** 06/09/2025

## Rationale

On very rare occasions it may be necessary 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. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

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

Plan	
<b>Staff responsibilities</b>	
<b>Senior Leadership team</b>	<i>Make Contact with Emergency services / Make contact with Parents</i>
<b>Other staff members</b>	<ul style="list-style-type: none"><li>• <i>Teachers and support staff: stay with pupils</i></li><li>• <i>Site manager: ensure all access points are secured</i></li></ul>
<b>Signals</b>	
<b>Lockdown signal(s)</b>	<i>For example:</i> <ul style="list-style-type: none"><li>• <i>'lockdown' School Whistles will sound</i></li></ul>

	<ul style="list-style-type: none"> <li>• <i>Emails from SLT if this is a full or partial Lockdown</i></li> <li>• <i>Word of mouth</i></li> </ul> <p>If whistles are heard staff and students are to remain in their room and close the door. Staff will be directed to barricade doorways if necessary</p>
<b>All clear signal</b>	<p><i>For example:</i></p> <ul style="list-style-type: none"> <li>• <i>SLT will alert Staff all is clear</i></li> </ul>
<b>Evacuation signal</b>	<p><i>If in the event of a Bomb threat in school or any other threat what will need staff/ students to Evacuate the fire Alarm will sound.</i></p>
<b>Lockdown</b>	
<b>Assembly points</b>	<p><i>REC room</i></p>
<b>Entrance and exit points</b>	<p><i>Site Manager will be responsible to secure windows and doors however please close all windows in the room you are in if whistle's have sounded</i></p>
<b>Bringing pupils inside</b>	<p><i>Staff will be alerted by whistle to bring pupils inside SLT will ensure all staff and students are secure in the building</i></p>
<b>Steps to increase protection from danger</b>	<ul style="list-style-type: none"> <li>• <i>If required to do so staff will be alerted to by SLT to</i></li> <li>• <i>Position children away from sightlines from external doors and windows, for example under a desk</i></li> <li>• <i>Turn off lights and monitors</i></li> <li>• <i>Ensure mobiles phones and electronic devices are on silent, or turned off</i></li> </ul> <p><i>If you have full and partial lockdown procedures, these may not be necessary for a partial lockdown.</i></p>
<b>Internal communication</b>	<p><i>Phone</i></p> <p><i>Text message.</i></p> <p><i>Email</i></p>
<b>Communication with parents</b>	<p><i>Parents to be asked not to call school to keep lines free for Emergency services</i></p>

	Parents asked not to visit school as this could put themselves, staff and students at risk
<b>Additional notes</b>	Our students are extremely vulnerable, and many have additional needs, these needs to be taken into account when dealing with emergency situations it is imperative that staff remain calm and reassure our students as much as possible.

Checklist			
Step	Check	Time	Signed
Use signal to initiate lockdown			
Ensure pupils are inside			
Secure entrance points			
Contact emergency services			
Ensure staff take action to increase protection from danger ( <i>such as turning off lights and locking internal doors</i> )			
Make sure pupils and staff are aware of exit points			
If safe, check for missing pupils or staff			
Remain inside until all clear has been given or told to evacuate			

## Lock Down Plan

Staff will be notified that lock down procedures are to immediately take place on whistles being sounded at the end of each wing and in the reception area, all staff will have whistles on their person. Internal Emails will be sent to staff “**Lockdown** “

Procedures:

1. These visual and auditory signals will activate a process of children being ushered into the school building if outside as quickly as possible and the locking of all outside doors and windows.
  2. At the given signal the children will remain in the room they are in and the staff will ensure that all windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Roller blinds to be closed.
  3. Front office staff to ensure that their windows are locked, roller blinds are closed, shutters are closed. SLT to contact emergency services and Greater Manchester Emergency Control Room called if necessary
  4. Front office staff will guide any visitors waiting in reception into a safe area: small or large meeting room or one of the toilets in reception.
  5. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets.
  6. Roll call to be undertaken in class using email if possible
  7. Lock Down procedure to be followed
  8. Any missing children must be reported to senior staff as to when last seen and possible areas to search. Date of time and notification of a missing child/ children should be recorded. If practicable staff should notify SLT By any means possible.
  9. **NO ONE SHOULD MOVE ABOUT THE SCHOOL**
10. Staff to support children in keeping calm and quiet.

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11. **INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN-SLT will send a lock down text message to staff, parents who are mid days and cleaners who arrive during the day.**
  12. Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team, or emergency service(s) in person that there is an all-clear
  13. **SLT to undertake dynamic risk assessment during any lockdown/critical incident – children are priority.**
  14. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

**During and following a Lock Down, the use of Social Network sites e.g. Facebook and Twitter during the school day is strictly prohibited until the Headteacher or a member of the crisis management team informs staff differently.**

### **Communication with parents**

If necessary, parents and carers will be notified as soon as it is practical to do so via the school's established communication network –text to parents. Parents will be told ***The Greens ENS School is in lockdown. During this period the office phones***

***and entrances will be un-manned, external doors are locked and nobody is allowed in or out...'***

Depending on the type and severity of the incident, parents and carers/school and college transport may be asked NOT to collect children from school as it may put them and their child at risk. Pupils will not be released to parents/carers/school and college transport during a lock down. Parents/carers will be asked not to call school as this may tie up emergency lines. If the end of the day is extended due to the lock down, parents/carers/school and college transport will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services. A letter to parents/carers will be sent home at the nearest possible day following any

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serious incident to inform them of the context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Emergency Services**

Lines of communication with Emergency Services will be kept open 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 Emergency Planning team has the capacity to provide humanitarian assistance by establishing a Reception Centre for friend and family outside of the cordoned area.

### **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.

Staff will be notified that partial lock down procedures are to immediately take place on whistles being sounded at the end of each wing and in the reception area all staff will have whistles on their persons. The internal Email will alert staff who will inform adults by stating 'ATTENTION PARTIAL LOCK DOWN'

### **Immediate action:**

All outside activity to cease immediately, pupils and staff return to building.

All staff and pupils remain in building and external doors and windows locked  
Movement may be permitted within the building dependent upon

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Circumstances but this must be supervised by a member of staff (SMT)  
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.

### **Lockdown drills**

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of procedures will take place and shared with staff so improvements can be made.

### **Conclusion**

The lockdown will be dealt with calmly, efficiently and effectively and with as little disruption as possible to pupils' education. The safety of all will be paramount. This policy must be read in conjunction with all other school policies that refer to the care, safety and welfare of children

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