

BUSBRIDGE INFANT SCHOOL
The Continual Pursuit of Excellence



SCHOOL LOCKDOWN POLICY

REVIEW PERIOD:

BIANNUALLY

NEXT REVIEW DATE:

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1.

Introduction

Busbridge Infant School lockdown procedures aim to be 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. Our procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors.

To manage the risks associated with potential threat of safety to children staff and visitors, there are 2 types of lockdown:

1 Full Lockdown – the school should appear vacant

- E.g. a reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school) or
- An intruder on the school site with a weapon (with the potential to pose a risk to staff and pupils).

2 Partial Lockdown – the school can remain operational inside the building only

- E.g. a warning being received about a risk locally, of air pollution (smoke plume, gas cloud etc) or chemical, biological or radiological contaminants or
- a major fire in the vicinity of the school or
- the close proximity of a dangerous dog roaming loose.

Full Lockdown Arrangements

If the school is alerted by a telephone call, the notification of a **full lockdown** to staff shall be either via:

- A member of SLT will alert to staff by instructing: 'ALERT, ALERT, THIS IS A FULL LOCKDOWN due to an external incident' e.g. An intruder on the school site with a weapon (with the potential to pose a risk to staff and pupils) or
- A walk round by the headteacher, bursar or office staff to check the hall and group rooms or the blowing of a whistle for areas without phones (eg outside).
- The headteacher will also advise SFET and Area School Support Team in the Local Authority.

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty. A full lockdown will be triggered via communication from the school office staff, the headteacher or deputy headteacher.

Immediate Action

- All pupils/staff stay in their classroom or move to the nearest classroom.
- Office staff should remain in their office.
- External doors should be closed from the inside, where necessary door snibs should be turned.
- Office staff should check the hall doors, the double doors by the hall and the front door.
- Windows locked, blinds drawn (if the class has blinds), internal door windows covered (so an intruder cannot see in).
- Pupils/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls).
- Lights, smartboards and computer monitors turned off.
- Mobile phones turned to silent so they cannot give away your

position.

- Staff should await further instructions.
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff/emergency services via the loudspeaker and/or a walkthrough.
- If staff/children are outside, the supervising staff should gather them together and escort them to the nearest entrance.

Partial Lockdown Arrangements

In the event that the school is alerted by a telephone call, notification of a partial lockdown shall be either via:

- A member of SLT will alert staff by instructing: 'ALERT, ALERT, THIS IS A PARTIAL LOCKDOWN due to receiving a warning of air pollution (smoke plume, gas cloud etc) or chemical, biological or radiological contaminants or
- A walk round by the headteacher, bursar or office staff to check the hall and group rooms or the blowing of a whistle for areas without phones (e.g. outside).
- Advise SFET and Area School Support Team in the Local Authority.

The aim of a partial lockdown is for the school to be closed off to the external threat of danger. A partial lockdown will be triggered via communication from the school office staff, the headteacher or deputy headteacher.

Action to be taken by staff:

- All outside activity to cease immediately, pupils and staff return to building. (At break or lunch times this will be communicated via a member of SLT informing directly to staff on duty, including the kitchen staff by using the intercom system or blowing on a whistle (whistles are kept in the first aid bags/bumbags, reception office desk drawer, office manager's office, headteacher's office).
- If children and staff are unable to get inside safely, they should stay at the far end of the field until advised otherwise or by the back gate at Chestnut Way (depending on where they are).
- In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked.
- Windows should be closed if appropriate.
- Leave blinds up in a partial lockdown.
- No one should be allowed to enter or leave the building; however, teaching and work can continue as usual.
- A member of the office team will walk down the main corridor checking all rooms, group rooms and Nest and advising any staff of the situation. They will also check the double doors by the hall and the double doors inside the hall are locked.
- Free movement may be permitted within the building dependent upon circumstances – the office or headteacher will advise.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off. Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants.
- Staff should await further instructions which come via the loudspeaker or via the office staff.
- Once everybody is safely inside, SLT staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services and our Area Schools Support Team will be notified.

Full Lockdown Response Stages

These stages may happen at the same time/in a different order.

	Initial Response – Full Lockdown	Tick/sign/time
1	Ensure all pupils are inside the school building Alternatively, ask pupils to hide if this will improve their safety	
2	Lock/secure entrance points (eg, doors, windows) to prevent the intruder entering the building. CTs responsible for their own class. If required/advised take cover underneath tables or behind a solid wall.	
3	Dial 999. Dial once for each emergency service that you require.	
4	Ensure people take action to increase protection from attack: Block access points (eg move furniture to obstruct doorways) Sit on the floor, under tables, or against a wall Keep out of sight Draw curtains/blinds Turn off lights Stay away from windows and doors CTs responsible for their own class	
5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
6	If possible, check for missing/injured pupils, staff and visitors	
7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	
8	Email families this message; <i>“The school is in a full lockdown situation. During this period the phone system and entrances will be un-manned, external doors locked and nobody allowed in or out...You will be notified when it is safe to collect your child”</i>	

Communication to Families

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practical (see 8 above). 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 their child’s safety.
- Do not need to contact the school as calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the school as 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 with details for collecting their child.