Behaviour Policy

Date approved	Committee responsible for review of policy	Next review date	Policy on website	Statutory policy
September 2024	FGB	September 2025	Yes	Yes

Headteacher: Mrs Fiona Micklefield

Introduction

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) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

Partial Lockdown

Alert to staff: 3 short blows on a whistle

In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however teaching and work can continue as usual. 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.

Immediate action

- All outside activity to cease immediately, pupils and staff return to building. Staff will alert pupils and staff by blowing the whistle attached to their lanyard.
- All staff and pupils remain in building and external doors and windows locked.
- Teachers take register and alert Headteacher via SOS Whats App.
- Staff should start message with name of class and all here except…. Naming absentees.
- Office staff check absentees against Arbor and voicemails and reply with class name and ok.
- Free movement may be permitted within the building dependent upon circumstances.
- Staff should await further instructions. All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.

A 'partial lockdown' may also be a precautionary measure, but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: one long whistle

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.

Year 5 go to Year 6
Year 3 go to Year 2
Year R go to Year 1
Year 4 stay

Immediate action

- All pupils/staff move to their designated classroom.
- Office staff should remain in their office.
- External doors locked.
- Windows locked, blinds drawn, 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.
- Ensure mobile phones are on but on silent so they cannot give away your position.
- A register to be taken of all pupils/staff in each classroom by hand.
- Communicate register of staff/pupils to the school office on Whats App
- 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. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

School Lockdown Plan

- Headteacher lockdown manager (DHT and other SLT members in their absence) to initiate, manage and conclude the lockdown. They will also communicate with emergency services.
- Staff are alerted to the activation of the plan by a whistle, audible throughout the school.
- The use of the fire alarm should be avoided to reduce the incorrect response to an incident.
- Pupils/staff who are outside of the school buildings should be brought inside as quickly as possible.

- Teaching staff should lead the children back to their classrooms and teaching assistants should ensure they are last in line and lock the door used by their class.
- AO/DHT and HT to check all doors locked throughout the school
- Those inside the school should remain in their classrooms or proceed directly to the nearest classroom.
- All external doors and, as necessary, windows are locked
- Blinds/curtains drawn and windows on internal doors covered.
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for and any additional pupils/staff in their classroom via the agreed communication channel.
- Staff should encourage the pupils to keep calm.
- As appropriate, the school should establish communication with the Emergency Services as soon as possible.
- Hampshire County Council should be notified as soon as possible
- If necessary, parents should be notified as soon as it is practical to do so via the school's established communications system.
- Pupils must not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm should sound.
- Members of staff who do not have a regular office or classroom must go directly to the nearest classroom.
- Visitors/volunteers/peripatetic staff must also move to the nearest classroom
- The sound of the whistle again will indicate the end of the lockdown.
- Pupils/staff with specific needs will be escorted by another member of staff to the nearest classroom.
- Toilets, support rooms, staff rooms and the school hall will not be lockdown areas- these need to be evacuated by staff and children.
- Whats App will be used by all staff to alert one another of an intruder's whereabouts.
- An overview sheet outlining the school's procedures will be displayed in the staffroom and other places throughout the school as appropriate (see Appendix A).

In the event the school is in lockdown and the fire alarm sounds, the school should contact the emergency services as in a normal fire alarm activation. A nominated member of staff who has a means of remote communication (School Office Manager or Headteacher) should go to the fire alarm panel to establish what zone has been activated. Once the zone has been identified, the alarm should be silenced and another person sent to the area to investigate (School Admin Assistant/DHT/Caretaker). They will need to approach with caution as there may be a fire or an intruder may have activated the alarm. If a fire is discovered this information should be communicated back to the person at the fire alarm panel, who should resound the alarm, update the emergency services and evacuate the school.

Due to the fast moving nature of incidents that require lockdown, it is important that all staff are able to act quickly and effectively.

- Staff should move to their designated classroom ensuring all children are with them.
- They should take register and send message to Whats SOS group. They should listen for instructions or the sound of the whistle/fire alarm.

- They should make sure they are aware of the lockdown procedures.
- Pupils should also be aware of the plan. (Regular practices will increase their familiarity).
- Staff's understanding should be regularly checked with regular training refreshers.

A lockdown drill should be undertaken at least once a year and thoroughly debriefed to monitor the effectiveness of your arrangements. Parents too should know that the school has a lockdown plan and that it will be regularly tested. However, it is not advisable to share the school's full lockdown plan.

It would also be good practice to:

- ensure senior leadership team to test the procedures against various scenarios.
- Rehearse lockdown arrangements with all staff and pupils.
- Display lockdown drill information in every classroom alongside information relating to fire drills.
- Have an overview sheet outlining the school's procedures will be displayed in the staffroom and other places throughout the school as appropriate (see Appendix A).

Communication between parents and the school

Arrangements for communicating with parents in the event of a lockdown should be routinely shared either via newsletter or the school website. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practical. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

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 his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are required for contacting emergency support providers.
- Do not come to the school. They could interfere with emergency support provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe to collect their children, and where this will be from.

At the end of the lockdown each class will be informed verbally by the HT.

If parents arrive at the school during a lockdown under no circumstances should members of staff leave the building to communicate directly with them.

Emergency Services

It is important to keep lines of communication open with 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.

In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency.

A reception centre for friends and family could be set-up outside of the cordoned area.

Head Teacher's signature
(Fiona Micklefield)

Chair of Governors' signature
(Paul Whitty)

St Lawrence CE Primary School

LOCKDOWN PROCEDURE – Appendix A

Designated classroom:
Year 5 go to Year 6
Year 3 go to Year 2
Year R go to Year 1
Year 4 stay

Emergency Procedures

Fire Alarm
In the event of the fire alarm sounding please leave the school buildings by the nearest fire escape route and assemble in the churchyard.

Lockdown Alarm
In the event of *the whistle sounding (3 short blows = partial lockdown; 1 long blow = full lockdown)*, go or stay indoors, in your own classroom. If you are outside when whistle sounds, make your way back indoors. The teacher should lead their class to their classroom. The teaching assistant should follow and lock the door behind them once all children are indoors.

If it is a full lockdown, classes to go straight to their designated room.

If the whistle sounds at lunchtime, supervisors nearest the school will lead the children back into school and ensure children return to their designated classroom. Lunchtime supervisors who are further away from the building will ensure all children are back in the building and then will lock the door once they have entered the building.

Teachers will all return to their classrooms, and take register of children using paper. Windows should be closed, blinds drawn and lights and whiteboards switched off.

If it is a full lockdown, classes to go straight to their designated room.

The HT and AO/DHT will sweep the building to ensure all doors are locked.

Communication through Whats App. A message will be sent to staff at intervals telling them what to do. Do not have this displayed on a whiteboard for the children to see.

In the event of a partial lockdown, work can continue with all doors and windows shut and the blinds pulled down. In a full lockdown, all staff and children are to sit on the floor away from the windows and stay silent. Internal phones will be used for communication.

If you are with children it is important to:

- remain calm
- reassure them
- remind them to follow your instructions