



QUEEN VICTORIA PRIMARY SCHOOL

Lockdown Procedure

July 2023

Review Date: July 2026

Queen Victoria Primary School

Lockdown Procedures

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 animal roaming loose.

The school's lockdown plan is as follows:

Should Early Years go into lockdown Rebecca Stringer/Gemma Fellows will notify the school. If lockdown happens in School then Early Years will be notified by SLT.

Signals	
Signal for lockdown	Verbally from designated person i.e. Head Teacher or Deputy Head (in their absence) Recognised signal, audible throughout the school
Signal for all-clear	Verbally from designated person Head Teacher or Deputy Head (in their absence)

Lockdown	
Rooms most suitable for lockdown	All classes to remain in own classrooms
Entrance points (e.g. doors, windows) which should be secured	External doors Fire Doors Internal doors All windows
Communication arrangements	Intruder alarm will ring Mobile phones/Email emergencyevacuation@queen-vic.dudley.sch.uk
Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site in line with normal fire evacuation.

Ref	Initial response - lockdown	Tick/sign/time
L1	<p>Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety</p> <p>Responsible: CTs responsible for own class. Years 5 and 6 to lock classrooms Other classes to be blocked internally. All children and staff to take cover under their tables.</p>	
L2	<p>Lock/secure entrance points (e.g. doors, windows) to prevent the intruder entering the building</p> <p>Responsible: Fire Marshals</p>	
L3	<p>Dial 999. Dial once for each emergency service that you require</p> <p>Responsible: Business Manager/ Pat Jones (in LP's absence)</p>	
L4	<p>Ensure people take action to increase protection from attack:</p> <ul style="list-style-type: none"> • Block access points (e.g. 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 <p>Responsible: CTs responsible for own class</p>	
L5	<p>Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access</p> <p>Responsible: Head/SLT/Office/CTs</p>	
L6	<p>If possible, check for missing/injured pupils, staff and visitors.</p> <p>Responsible: Head/SLT/Office/CTs</p>	
L7	<p>Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.</p>	

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.

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 circumstances but this must be supervised by a member of staff

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.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: 'Full lockdown'

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- Staff will be alerted to the activation of the plan through an audible signal throughout the school
- All pupils return to nearest classroom and remain there
- Toilets - please go to the nearest classroom
- Away from classroom go to nearest class
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If children remain outside they should hide
- All external doors, windows and internal classroom doors to be locked or blocked
- Windows blinds drawn, pupils sit quietly out of sight, i.e. under desk
- Register/head count to be done in class
- Once in lockdown mode, staff should notify the Head Teacher/SLT immediately of any pupils not accounted for by email – emergencyevacuation@queenvicdudley.onmicrosoft.com for them to instigate an immediate search for anyone missing
- As appropriate, the school office will establish communication with the Emergency Services and notify Dudley MBC via the 'School Emergency' phone number
- Parents will be notified as soon as it is practicable to do so via text messaging
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, you will be instructed by the Head Teacher/SLT
- During the lockdown, staff will keep agreed lines of communication open, via email to SLT, but will not make unnecessary calls to the central office as this could delay more important communication

- Staff and pupils remain in lock down until it has been lifted by a senior member of staff/emergency services.
- It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

Early Years – there are two buttons located in Early Years;

One by the Nursery Staffroom No. 4013 and
One by the door into Nursery (Pink Group) No. 4014

In the event of a lockdown situation staff are to check doors are locked and then follow the lockdown procedures.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

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 needed for contacting emergency providers
- Do not come to the school. 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 about when it is safe to collect their children, and where this will be from

Parents will be told

'..the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'

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 Head Teacher with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Dudley MBC has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside.

GDPR – PERSONAL DATA

This policy is collecting personal data and accordingly adheres to the principles of data protection law. Further information on the lawful basis of using personal data can be found in the school's privacy notices. The personal data obtained will also be managed in line with the school's data retention policy. For further information, please refer to the schools data protection policy."