



# LOCKDOWN 'INVACUATION' POLICY

## Rainford C.E. Primary School

Approved by Governors: January 2024

To be reviewed on or before: January 2026

## Policy for Lockdown 'Invacuation' Policy

### **Our Mission Statement**

'Learning and growing together to achieve our best in the Love of God'

### **School Aims**

In order to prepare today's children for tomorrow's challenges, Rainford CE Primary Schools aims to achieve the following:

- Every child will be encouraged to understand the meaning and significance of faith, experience God's love and develop the spirituality to enable them to live out our Christian values of love, joy, peace, friendship, forgiveness, perseverance and justice
- Every child will achieve their full potential through being a highly motivated, resilient and independent learner who embraces new experiences, has confidence to tackle challenges and go onto develop a lifelong love of learning.
- Every child will value themselves as a unique individual with special qualities and strengths developing self-discipline and honesty; taking responsibility for their own actions and appreciating their ability to make a positive difference in the world.
- Every child will appreciate and respect others, celebrate differences between individuals and groups and respect and care for God's creation and the environment.
- Every child will be encouraged to make healthy choices and appreciate the benefits of a healthy lifestyle.

## **1. INTRODUCTION**

Rainford C.E. Primary School is generally a safe place for all our students and staff. However, we cannot control what happens outside our school. Therefore, we have created a lockdown procedure which accompanies this policy detailing what action(s) the school will take in order to ensure the safety of all our students and staff.

## **2. SITUATIONS**

The instruction to 'Lockdown' may come from an external source (Police, Fire Brigade) or the alarm may be activated by a member of staff based on what they have seen or heard.

It will be used in response to an internal or external incident which is deemed as a threat to the safety of staff and students in the school.

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- 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).
- The close proximity of a dangerous dog roaming loose
- A major fire in the vicinity of the school
- Unauthorised visitors

### 3. PREVENTION

Keeping Children Safe in Education falls under the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and The Department of Education (DfE) statutory guidance for Safeguarding and Site Security.

Schools face a dilemma when it comes to security arrangements. On the one hand, they wish to be open and welcome places for parents, pupils and the local community. On the other hand, staff, and pupils must be able to work in and learn in a safe and secure environment.

As a school we take the security of our staff, students, and visitors seriously and have considered all possible incidents that would require the school to activate the 'Lockdown Procedure' and have put preventive measures in place.

- Our boundary is the first line of defence and conforms to BS1722 standard.
- Our gates are the same height as the fencing and are fitted with anti-lift hingers, locking mechanisms.
- After a predetermined time, all external doors and gates will be secured leaving only one entrance to the school building 'School Office/Reception'
- All visitors, including school governors, are required to initially report to the school office/reception, where the purpose of their visit can be established prior to them signing in and being issued with a visitor's badge, valid only on the day of issue.
- Parents are asked to refrain from bringing their dogs onto the school premises.

### 4. COMMUNICATION

Due to the varied reasons as to why the school will be placed in 'Lockdown' it is imperative for the school to inform the students parents as soon as possible. Parents will be told, "the school is in a full lockdown situation. During this period the phones and entrances will be un-manned, external doors locked and nobody allowed in or out..."

All efforts will be made to give parents enough information about what is happening 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

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- **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 get their children, and where this will be from

### 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.

## 5. PROCEDURE

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.

### **Immediate Action**

- Register taken/head count – staff to use telephones within classroom to inform office staff who will be located in Mrs Richardson's room.
- Staff and pupils remain in lockdown until it has been lifted by an authorised staff member/emergency services.
- During the lockdown, staff will keep agreed lines of communication open using telephones or emails.
- If the fire alarm sounds during the lockdown nobody should evacuate as this may be set off deliberately by an intruder. It is safer to stay locked down. In the event of a fire being discovered the emergency services should be informed.

### Full Lockdown procedure

Signals	Staff and pupils will be alerted to the activation of the plan by three whistles being blown either outdoors or via the school intercom system and a voice message 'The school is in lockdown'. The signal for all clear will be 4 small sharp whistle blasts, followed by 'All Clear'. Do not exit lockdown unless you have been advised the whistle system.
Lockdown	<p>Front reception door to be locked immediately.</p> <p>Pupils who are outside of the school building are brought inside as quickly as possible, unless this endangers them and others. The alert for outside will be three whistle blasts. Class Teachers will be responsible for own class.</p> <p>Outside-Playground – Children to be brought into school as quickly as possible.</p> <p>Inside – Pupils and staff will be alerted to this by the lockdown signal shown above. Whoever initially calls for lockdown will inform the School Office before anyone else. All staff to take action to increase protection from attack: Secure access points – External doors, fire doors, Internal doors and windows, close shutters, draw blinds where possible, children will all sit away from external windows.</p> <p>Those inside the school should remain in their classrooms. All doors and windows should be secured including classroom doors. Please lock or wedge closed classroom doors where possible. (Alternatively, ask pupils to hide or disperse if this will improve their safety).</p> <p>Other staff –move quickly into the nearest room and secure the door. Sit on the floor, under tables or against a wall. Keep out of sight and draw curtains / blinds. Turn off lights and stay away from windows and doors. Once in lockdown mode, staff should notify the office via emergency email to <a href="mailto:rainfordp@ldst.org.uk">rainfordp@ldst.org.uk</a> or via the telephone to the business Managers office (204) on the internal system.</p> <p>Staff to gather all essential resources if safe to do so.</p> <p>Staff should encourage the pupils to keep calm.</p> <p>If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site</p>
Communication arrangements	<p>Emergency Email address: <a href="mailto:rainfordp@ldst.org.uk">rainfordp@ldst.org.uk</a>.</p> <p>Call emergency services - Dial 999. As appropriate, the school office, SLT will establish communication with the Emergency Services and notify the Local Authority by the School Emergency' phone number.</p> <p>Parents/Carers- Parents will be notified as soon as it is practicable to do so. Pupils will not be released to parents during a lockdown.</p> <p>Remain inside until an all-clear has been given by the Head, or unless told to evacuate by the emergency services.</p>
Evacuation	If it is necessary to evacuate the building, everyone will be alerted via the telephone intercom system and an emergency email or verbally by other staff and emergency services

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### Partial Lockdown

Alert	Alert to staff: 'Partial lockdown?' will be announced via verbal communication. 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 be notified by SLT. All staff and pupils remain in the 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. Staff should take any medication with them i.e. inhalers etc.
Risk Assessment	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. If necessary, a partial lockdown may be escalated to a full lockdown. Staff will be alerted via Emergency Email and the internal telephone intercom system.
Drill	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. This will happen in the Autumn term.

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