



NORTHAMPTON PRIMARY
ACADEMY TRUST PARTNERSHIP

HEADLANDS PRIMARY SCHOOL

SCHOOL LOCKDOWN PROCEDURE

Approved : March 2020

Review date : March 2021

Headlands primary School

Lockdown Procedure

What is a Lockdown and why?

Lockdown procedures may be activated in response to an internal or external situation. Some examples of Lockdown incidences may be:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community.
- An intruder on the school site with the potential to pose a risk to pupils, staff and visitors.
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
- A major fire in the vicinity of the school.
- The close proximity of a dangerous wild animal roaming loose.

Entrances to the schools must be secured in an effort to prevent the intruder from entering the premises and staff and pupils must find a suitable place to protect themselves.

The signal for a lockdown must be clearly distinguishable from that of an evacuation (ie, the normal fire alarm signal). Any confusion may result in pupils and staff congregating at the usual assembly point, thus potentially making themselves more vulnerable to an intruder.

If pupils are outside when the signal for a lockdown is sounded, staff should consider taking pupils to the nearest possible entrance/ building in order to be secure. Pupils could also be asked to hide or disperse if this will aid their safety.

It is important that arrangements are in place to deal with such a situation, however, it is to be hoped that our school will never need to implement a real lockdown.

Detailed guidance and procedures will be shared with all staff to ensure maximum safety of all persons on the premises, in order to minimise confusion in a potentially stressful situation.

Access into the school will not be permitted during a real lockdown to ensure pupil and staff safety which means that during that time children will be held onto in school until the police notify the school that lockdown has ended. The school will then notify the parents/carers that lockdown has been initiated via text message alert, sending the following statement:

Headlands Primary school has gone into lockdown as a safety precaution following an incident. The children are safe in rooms. Please do not contact school."

The school cannot release any pupils until the lockdown order has been lifted by the police. Once the situation has been resolved, we will communicate with parents/carers again via text message alert and give further instructions on the next steps to be taken. It is vitally important that during lockdown parents/carers refrain from contacting the school as this could tie up phone lines that are needed for the emergency services and other support providers.

Why is lockdown practice important?

Practice drills

Lockdown practice drills will be carried out periodically. The purpose of this exercise is to validate procedures documented within the lockdown plan (in the same way that fire drills are practised). Although a drill cannot fully replicate the pressure of a real incident, it can help to reinforce training, give confidence to staff that they have the necessary knowledge and skills to respond to an

emergency and increase the likelihood of procedures working in practice. They are also particularly effective at highlighting areas of the response that may initially have been overlooked when developing the plan. It is recommended that staff and pupils undergo training on relevant parts of the emergency plan before participating in a lockdown drill that staff should be aware of their roles and responsibilities and be reasonably confident in carrying them out.

Lockdown drills require more planning. As exercises during the drill can appear very realistic, it is important to notify all possible stakeholders prior to the drill taking place that the drill is merely a practice.

Prior to the event, the school will brief a wide variety of groups:

- **Pupils** – *to minimise pupil anxiety*
- **Parents/carers** – *so children can be supported further*
- **Staff** – *so staff are competent to carry out the role*
- **Governors** – *to evaluate effectiveness of the plan*
- **The emergency services** – *so they are not called out to attend in the belief that it is a real incident*
- **The local community** - *put notices on the school gates to prevent concern or panic from local residents/passers-by.*

Aspects to be reviewed following a practice lockdown drill

Ensure that:-

1. parents were informed prior to the drill;
2. all stakeholders were told in advance that it was merely a practice drill;
3. pupils/staff went inside, closed the doors, then closed and locked all windows;
4. signs were hung outside school indicating a lockdown was in progress;
5. blinds, curtains and windows were closed in the designated safe areas;
6. rooms were designated for people to go to during a drill;
7. someone “called” emergency services;
8. no-one left the building during the drill;
9. roll call of students and staff was carried out;
10. a debriefing after drill took place

