

# Hopton CEVC Primary School

## Lockdown Policy

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Approved by:

The Steering Group

Claire Wright                      Kate Clements, Sarah Almond and Claire Wright

The Governing Body of Hopton CEVC Primary School adopted this policy April 2018

Review date:	Reviewed & approved by	Change details
April 2020	Claire Wright (HT)	<ul style="list-style-type: none"><li>• Two classes now merge during lockdown. This is a change to procedure. P2</li><li>• HT email added to the send list P3</li><li>• Kitchen staff to communicate with office P3</li><li>• Report card added P3</li></ul>
April 2022	Claire Wright (HT & Steering Committee)	<ul style="list-style-type: none"><li>• Appendix 2: Example of communication to staff from Office.</li></ul>
April 2024		

*At Hopton CEVC Primary School we live out the words of Jesus in Matthew 19 vs 26 'With God all things are possible'. We raise aspirations and encourage perseverance to reach goals in life and learning*

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 dog roaming loose

The school's lockdown plan is as follows:

Signal for lockdown	Three blasts of an air horn
Signal for all clear	Verbally from Headteacher or senior teacher via walk around

Rooms most suitable for lockdown	Willow lockdown in the library Holly lockdown in own classroom Ash and Oak lockdown in Oak classroom.
Entrance points (e.g. doors, windows) which should be secured	External doors Fire Doors Internal doors All windows (Allocated across staff)
Communication arrangements	School e-mail addresses Mobile phones (in an emergency where the internet is down). In these cases, it would be appropriate to call the HT directly on  <b>01953 688931</b>  to give details of people present.

**Lockdown Drill**

Staff will be alerted to the activation of the lockdown drill in advance. Upon hearing three blasts of an air horn staff must take the following action:

- Pupils who are outside of the school buildings are brought inside as quickly as possible and return to their classroom (outside staff will be informed by a senior member of staff)
- Those inside the school should remain in their classrooms and check corridors and toilets for pupils or staff
- All external doors and, as necessary, windows are closed (depending on the circumstances, internal classroom doors must also be closed).
- Blinds should be drawn and lights switched off. *It will be considered good practice for the children to be sat together on the floor with an adult reading a book to them.*
- Once in lockdown mode, staff should have access to their e-mail and notify the office immediately that all pupils / staff / volunteers **are** accounted for. They should use both emails

[admin@hopton.suffolk.sch.uk](mailto:admin@hopton.suffolk.sch.uk).

[Claire.wright@hopton.suffolk.sch.uk](mailto:Claire.wright@hopton.suffolk.sch.uk)

- Please state the names of adults who are present in your room. HT will instigate an immediate search for anyone missing. **Please save appendix one onto your computer to send automatically.**
- In an incident where the internet is down staff (including kitchen staff) will need to use their class phones or mobile phones to call the HT directly to give the above information.

Number: **01953 688931**

- Staff should encourage the pupils to keep calm
- As appropriate, the school office will establish communication with the Emergency Services
- If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place
- Parents will be notified as soon as reasonable (only when appropriate via guidance from Emergency Services)

Pupils will **NOT** be released to parents during a lockdown.

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.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going risk assessment/ report card based on advice from the Emergency Services. This can then be communicated to staff and pupils. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

## Lockdown Drill – All clear

Once the incident has been assessed as safe all classrooms will be visited by the HT and told the situation is under control and the class can resume activities as normal.

## Communication between parents and the school

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

## 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.

Staff will **ALWAYS** have advance notice of a Lockdown drill, therefore if the signal occurs without warning staff must assume it is **NOT A DRILL**.

## Additional Advice

### Go in, stay in, tune in

#### Go in

Go indoors, close doors and windows and shut down ventilation systems if it is safe to do so. Unless there is an obvious risk to the property this will give you good short-term protection against most hazards.

#### Stay in

Stay indoors until you know more about the situation and the appropriate action you need to take to protect yourself further. The action you should take will be different depending on the incident; you could put yourself at more risk by not waiting for further instructions.

#### Tune in

Tune in to local radio and television to find out more about what is happening. BBC Radio Suffolk (95.5, 95.9, 103.9 & 104.6 FM) and many other local radio stations will broadcast messages advising people of the current situation and what actions they should take.

Source from: [www.suffolkresilience.com](http://www.suffolkresilience.com)

<http://www.suffolkresilience.com/information-and-advice/what-to-do-in-a-major-incident/go-in-stay-in-tune-in/>

<b>CLASS: HOLLY</b>		
<b>Who is in your room?</b>	<b>Number</b>	<b>Is everyone accounted for?</b>
Children		
Staff		
Other adults (named)		

**MISSING** (Please provide a brief description of who is missing so HT can begin a search)

**Any other commentary:**

For example: 'We have 4 children from Ash in the room as they were cooking'

Appendix 2:

Example of communication to staff via the Office

<b>We are currently on lock down because:</b>	Intruder on site
<b>Current status:</b>	Police have been called
<b>Your action:</b>	Please remain in lock down status