



Department
for Education



Lockdown/Invacuation Plan

Date of approval: December 2023

Review date: December 2026

Staff lead: Tina Blankley

Approved by: FGB



School Lockdown

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity. **DfE**

Introduction:

The DfE states that all education settings are strongly advised to have emergency plans in place. This plan should explain how Chancel staff would respond if they needed to take any temporary actions in the event of an emergency.

Emergency plans should be **generic** enough to cover a range of potential incidents. Incidents could happen during, and outside, normal working hours including weekends and holidays.

In our efforts to maintain the safety of all Chancel Stakeholders, we have introduced this Lockdown/Invacuation Plan, to deal with emergencies when pupils are in school.

Sounding an alert

Upon becoming aware of a potential emergency incident, the following actions should be taken:

Immediate action

- ✓ Emergency Services to be called by the office.
- ✓ NETSUPPORT a computer-based program that sends instant messages to all computer screens in school, will be used to inform all staff of 'lockdown' procedures
- ✓ If on the playground/field, the whistle will be used to indicate an immediate INVACUATION, all staff and pupils to enter school, using the nearest entrance, as quickly and calmly as possible.
- ✓ All pupils/staff remain in classrooms or move to the nearest classroom/safe place.

Lockdown Procedures

- ✓ Exterior doors will all be locked and windows closed.
- ✓ Fire doors closed.
- ✓ Staff/ visitors/volunteers/peripatetic staff who do not have a regular office or classroom will move to the nearest safe place.



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- ✓ Classroom doors closed and bolted/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 (away from windows).
- ✓ Lights turned off.

Monitoring the situation

- ✓ Mobile phones should be available, but on silent as stated in the mobile phone policy, so they cannot give away your position.
- ✓ Staff should await further instructions.
- ✓ Staff and pupils remain in lockdown until it has been lifted by a senior member of staff/emergency services.
- ✓ At any point during the lockdown, the fire alarm may sound. As the cause of the alarm will be unknown, await instructions via NETSUPPORT, email or emergency services. **Do not** leave the building until you are advised to.
- ✓ Pupils must **not** be released to parents during a lockdown.

Communication with parents

- ✓ School office will text parents to inform them **not** to enter the school grounds.
- ✓ In the event of a lockdown, the incident or development will be communicated to parents as soon as is practicable.

Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety. This information will be communicated through text message and emails. 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.



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- ✓ Wait for the school to contact them about when it is safe to collect their children, and where this will be from.
- ✓ Are aware of what will happen if the lockdown continues beyond school hours.

During a lockdown, school will reinforce the message that 'the school is in a full lockdown situation'. During this period the switchboard and entrances will be unmanned, external doors locked and nobody is allowed in or out...' Should parents present at the school during a lockdown, **under no circumstances** should members of staff leave the building to communicate directly with them.

Giving the all clear

- ✓ Staff will be informed of the termination of the lockdown by direct communication with a senior leader or NETSUPPORT.

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building. **DfE**

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use. **DfE**

This policy/plan should be used in conjunction with Chancel's Business Continuity Plan.

Equality Information

This policy is underpinned by the Equality Information and Objectives Policy for Chancel Primary School which is available on request.

As a dyslexia friendly school we take into account the needs of children with specific learning difficulties.

This policy applies to the whole of Chancel Primary School, including the Early Years Foundation Stage.

The policy will be disseminated widely to all staff members, governors and parents and it will be reviewed every three years, as a minimum.

Approved by Governing Body (sign): _____

Dated: _____