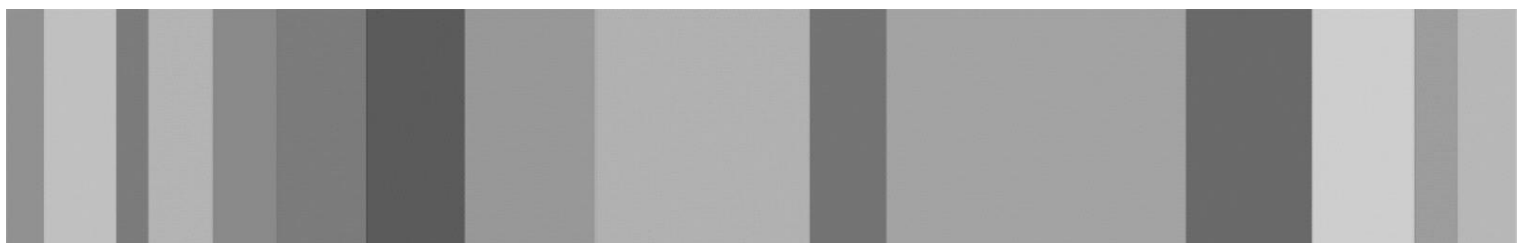


Bolton Council

Guidance for Schools on Creating Lockdown Procedures



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Introduction

1. A lockdown procedure should be 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.

Purpose

2. All schools should consider the need for robust and tested school lockdown procedures.
3. It is important that all members of the senior management team, school administrators, teaching staff, non-teaching staff and Governors are familiar with the lockdown procedures. To achieve this, a lockdown drill should be undertaken at least once a year. Pupils should also be aware of the plan; practicing the procedures will increase their familiarity and reduce possible fears and anxiety if it is ever activated. Parents too should know that the school has lockdown procedures in place.
4. Lockdown procedures may be activated in response to any number of situations.
5. These guidelines should be read in conjunction with Bolton Council's 'Critical Incidents in Schools' policy.

Lockdown Scenarios

Typical scenarios

6. Schools may consider activating school lockdown procedures in the following circumstances:
 - A major fire in the vicinity of the school creating a toxic smoke plume;
 - A major fire/explosion at industrial premises downwind of the school creating a toxic smoke plume, air pollution or gas cloud etc.;
 - The close proximity of a dangerous dog roaming loose;
 - A serious transport accident outside or within the school perimeter e.g.;
 - Schools near railway stations;
 - Schools near motorways;
 - Close to major roads and junctions.

Less typical scenarios

7. A reported incident or civil disturbance close to the school with the potential to pose a risk to staff and pupils in the school.
8. An intruder on the school site (with the potential to pose a risk to staff and pupils).
9. A disgruntled parent who feels they have issues with a particular teacher or 'the school'.

Lockdown Status

10. This guidance recommends that schools should adopt two formal levels of Lockdown – ‘Partial Lockdown’ and ‘Full Lockdown’.

Sunning Hill has no internal bell system, so it would be difficult to signal to staff and children whether or not it was a full or partial lockdown the school will follow a full lockdown on all occasions.

Sunning Hill Primary School will only do a Full Lockdown

Full Lockdown

11. For situations that pose a direct or perceived threat to the health, safety or well-being of any member of staff, pupils or visitor, a full lockdown should be implemented.
12. A full lockdown will require an immediate cessation of any external activities with staff and pupils outside quickly returning to class-rooms or the school hall (whichever is most appropriate). The focus will be to secure all external windows and doors and all lockable doors and pathways to:
 - Prevent any intruders from gaining access to the site;
 - If access is already gained; to stop any intruders from progressing through the building, or to restrict and slow their progress where it cannot be stopped.

Activation Procedures

13. Wherever possible, both types of lockdown procedure should have pre-agreed activation protocols and both should be tested at least once a year. It is recommended that testing is linked to fire test evacuation timelines.
14. An agreed activation procedure should be employed which will be readily heard and understood. An example may be a variation to the school bell e.g. three short rings continuously repeated every five seconds for a partial lockdown and five short ring repeated continuously every five seconds for a full lockdown. Each school to create an audible or visual activation procedure based on their own resources. At Sunning Hill Primary school an air horn will sound which will signal a full lockdown.
15. It may not always be possible to be pre-warned of a risk especially where an intruder is already on the premises or a visitor may suddenly become violent. For such situations it may be necessary for those aware of the threat to shout to colleagues for help. All other forms of communication should also be employed if and as necessary e.g. two-way radios, mobile phones including texts, emails etc. Two panic alarms have been fitted in the school office. These are directly linked to the police.

Initiating lockdown

16. Whatever means is available should be used to notify the Headteacher or office staff of the danger to enable them to activate lockdown notifications.

17. Once aware of a lockdown being activated, staff having access to internal e-mail could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, Smartphone or tablet.
18. Where a school uses an SMS messaging system, then staff could be put into a defined user group. This could then be used to communicate instructions via text message during an emergency.

Contacting the emergency services

19. Any member of staff aware of a direct threat within the school should contact 999 and provide the police with whatever information they have at that time and ensure that the Headteacher and office are made aware. See 'Full Lockdown' arrangements at paragraph 25 below for guidance on further action to be taken in situations where there is a direct or perceived threat to the health, safety or well-being of any member of staff, pupils or visitor.

Suggested lockdown arrangements

Partial Lockdown **NA for Sunning Hill Primary School**

Alert to staff: 'Partial lockdown'

20. The following immediate action should be taken:
 - All outside activity to cease immediately, pupils and staff return to building;
 - Note: There needs to be a means of communicating the alert to staff on duty at break times or those undertaking other playground activities e.g. football practice in place. This communication capability should be robust and tested at least once each term;
 - All staff and pupils to remain in school building and all external doors and windows locked;
 - Free movement may be permitted within the building dependent upon risk/threat.
21. All situations are different, once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.
22. '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. Where the risk or threat escalates, be prepared to go to 'Full Lockdown'.
23. In the event of an air pollution issue, air vents should be closed (where possible) and where fitted, air conditioning systems turned off. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: 'Full lockdown'

24. The following immediate action should be taken:

- All pupils and staff outside the main building should immediately return to base (classroom, tutor room or other agreed location e.g. sports / assembly / dining hall) leaving any equipment outside;
- Note: There needs to be a means of communicating the alert to staff on duty at break times or those undertaking other playground activities e.g. football practice in place. This communication capability should be robust and tested at least once each term;
- **When appropriate Senior staff should contact the Crisis Line (01204 332240), and the relevant emergency services (Police, Fire or Ambulance) should be summoned as quickly as possible by dialling 999. A member of staff should do this, who should ensure that he/she has the following information readily available, if possible:**
 - i. **Nature of the incident**
 - ii. **Emergency service(s) required**
 - iii. **Exact location of the incident**
 - iv. **Numbers of casualties (if possible) and nature of injuries**
 - v. **Location and telephone number where call is being made from**
 - vi. **Hazards which may be encountered by the emergency services at the site**
- Immediately, there is no need to call for assistance from any other agency (e.g. hospital), as the emergency services will arrange this. All the telephone numbers likely to be needed throughout the incident are included at Appendix A – please refer to this section for details.
- The overall response to an emergency in Bolton will be managed and co-ordinated through the Gold / Silver / Bronze command structure. Full details of these procedures are included in the ‘Critical Incidents in Schools’ policy.
- All external doors, shutters and windows locked and all window blinds closed;
- Where possible, all classroom and interlocking doors should be locked (where a member of staff with key is present) to prevent easy movement within the building;
- Pupils asked to sit quietly until told it is safe to remove the full lockdown;
- Register taken; the office will contact each class in turn for an attendance report;
- Staff should ensure children are not posting reports on social media platforms as this may create additional concern to parents or incorrect and conflicting information being released.

25. Staff and pupils will remain in lock down until it has been lifted by a senior member of staff or the emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.
26. During the lockdown, staff will keep agreed lines of communication open but should not make unnecessary calls to the central office as this could delay more important internal or external communications.

Communication between parents and the school

27. School lockdown procedures, especially arrangements for communicating with parents, should be routinely shared with parents either by newsletter or via the school website. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. The Council Press Office may be able to assist the school with appropriate and agreed information updates.
28. Information provided should offer:
 - Reassurance that the school understands parent's concerns and that it is doing everything possible to ensure children's (and staff) safety;
 - Parents should be encouraged not to contact the school during a lockdown to ensure staff are free to deal with emergency services and other council senior management support;
 - Parents to be advised not to come to the school site until the emergency declared closed as their presence may interfere with emergency services work and may even put themselves and others in danger;
 - The school will inform parents when it is safe to pick up children.

Emergency Services

29. It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as the situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the risk or threat posed by the incident that has triggered the lockdown. Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

Council Press Office

30. In the event of a prolonged lockdown or a more severe scenario, the Bolton Council Press Office may assist in the dissemination of information to parents and the media.

Generic advice and considerations

- Staff should encourage the pupils to keep calm and offer continuous reassurance;
- As appropriate, the school should establish communication with the Emergency Services as soon as possible;
- Bolton Council should be notified via the People Services 'Crisis Line' phone number on 01204 332240 (Office Hours) or 01204 336900 (Outside Office Hours).
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system or with the assistance of the council Press Office;
- Pupils will not be released to parents during a lockdown under any circumstances;

- If it is necessary to evacuate the building, the fire alarm will be sounded and an immediate assessment made by the school senior management team of whether an off-site evacuation is appropriate.

Training and exercising

31. We are very fortunate in the UK and rarely witness situations requiring a school lockdown to be activated. Similar to fire safety, we do not expect a fire to occur in a school but must be prepared to react expeditiously and effectively should the fire alarm sound; and as for fire safety, we must be familiar and confident with the actions required during lockdown procedure activation.
32. To ensure the required level of confidence and familiarity in the schools lockdown arrangements, a training and exercise regime should be developed. Good practice includes:
 - Training and exercise regime in place;
 - Table-top exercises with the senior management team to test the procedures against various scenarios;
 - Rehearse lockdown arrangements with all staff and pupils;
 - Display lockdown drill information in every classroom alongside information relating to fire-drills;
 - Test communication systems;
 - Identify all internal lockable doors / ensure keys are available and the locking mechanisms work correctly.

Implementation and review

33. The policy will be stored and accessible to all staff on the Bolton Council Extranet site and within printed copies should be made available for schools staff where there is limited access to IT.
34. The policy will be reviewed annually by the named policy author.

Links to other documents

- Bolton Council Critical Incidents in Schools Policy.

APPENDIX A

Useful Contact Numbers

Emergency Services	999
Local Police Station	*
Authority Crisis Line	01204 332240 office hours 01204 336900 outside office hours
Bolton Council 24 Hours Emergency Number	01204 336900
Bolton Civil Contingencies Team	01204 336995
Corporate Property Services	01204 331234 office hours 01203 336900 outside office hours
Occupational Safety and Health Unit	01204 336968
Asset Management and Planning Unit	01204 332080
Press Office	01204 332064/3582/1015
Environmental Health	01204 336500/1
CISS (Educational Psychologists)	01204 338060
Education Social Workers	01204 334315
School Doctor/Community Medical Officer	*
School Nurse	*
Emergency Department of Local Hospital	*
Local Religious Groups	*
Chair of Governors	*
Tradespersons (e.g. electrician, plumber)	*
Others	*

Appendix B

Full –lock down responsibilities.

Shutters

Before putting any shutters down please ensure all children and staff are in the building.

Office and main door – office staff

Reception toilet entrance and all shutters in small reception room – reception teacher or TA.

Bottom of nursery stairwell – reception teacher or TA

Reception shutters – if time reception teacher or TA

KS1 dining hall entrance - reception teacher or TA

KS2 playground entrance – 2T teacher or TA

KS1 playground entrance – 2C teacher or TA

Communication

If you hear the air horn siren this indicates a full lock down is needed. Ensure all children are inside school.

If there is a serious threat we will aim to update you by text message/email about what to do.