



Bromley Heath Infant School

Lockdown Policy and Procedure

Author/Person Responsible	<i>Tina Long</i>
Date of Ratification	<i>Oct 18</i>
Review Group	<i>Full Governing Body</i>
Ratification Group	<i>FGB</i>
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Previous Review Amendments/Notes	
Related Policies	
Chair of Curriculum Committee Signature	

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices:	Lock down procedure	DATE:	
EIA CARRIED OUT BY:	T.Long	EIA APPROVED BY:	

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		NA
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)	Ensuring that physically disabled children have a specific plan organised . Children with learning difficulties are reassured during incident.	NA
Gender reassignment		NA
Marriage and civil partnership		NA
Pregnancy and maternity		NA
Race		NA
Religion and belief (practices of worship, religious or cultural observance, including non-belief)		NA
Gender identity		NA
Sexual orientation		NA

Any adverse impacts are explored in a Full Impact Assessment.

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This is additional to the Emergency Closure plan procedures. It concerns extreme, potentially life threatening situations.

Rationale

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.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident in the local community (with the potential to pose a risk to 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/animal roaming loose

Procedure

The following points should be followed if we have a critical incident in school (or immediately outside school) which requires us to protect ourselves and the pupils from physical attack (intruder gets into school) or from the effects of hazardous outside incidents (fire, chemical leak explosions etc.). The signal to indicate that the school is in lockdown is the ringing of a large hand bell. One will be positioned on the cabinet next to the ladies toilet and a second bell will be positioned by the first aid equipment outside penguin class. The Headteacher will, once aware, contact emergency services (*if the HT is not present in school then the DHT will be the main point of contact*). If staff see or become aware of such an occurrence, that has not been reported, they must notify the Headteacher as quickly as possible who will sound the alarm and or they should contact emergency services directly. Reporting – Your location (*school address and where specifically within school*), what has happened, the number of children and adults with you, any injuries and any information about the assailant or incident.

- The head and office staff will in the first instance 'lock down' in the head's office if safe to do so and establish a communication centre. They will contact the Elliot building, Pre-school and Junior schools to inform them of the lockdown.
- The ringing of the hand bell signals that an emergency has occurred. Pupils in the first instance should remain in class; move away from the windows and remain calm. Window blinds should be closed; doors locked or closed and if necessary blocked. A register should be taken to ensure all pupils are present and report this to the Headteacher via text message.

- Staff are allowed to retrieve their phones from their storage place in the classroom but they must be switched to silent.
- Information regarding what has happened will be sent via text message or via email, if possible.
- Once lock down has happened the adults with the children will need to make a dynamic assessment and to decide what actions to take to safeguard themselves and pupils. They should be aware of the Run, Hide and Tell principles and use these as appropriate. Decisions taken by staff after this are based on information received or from what the staff member can see happening. If it is safer to take the children off site then under these circumstances do whatever it takes. *(To the Sandringham Public House if possible)*
- Contact should be made with the Headteacher via phone to inform them of any movements or actions taken but only if this does not endanger staff or pupils.
- If an event happens at break or lunchtime; lunchtime staff will ring the bell then staff will come out onto playground or field and lead pupils either to classrooms or disperse with them on the field.
- The Headteacher will inform staff via text or phone or in person if the emergency has passed. Everyone should stay in place until they receive a message giving the all clear. *See Appendix 1 for a table of actions.*

The **ringing of the hand bell** indicates that a 'lockdown' is starting.

We cannot legislate in detail for every eventuality. Once the lockdown has started adopt a mind-set of minimising risk and maximising protection based on what you see happening and to keep in touch with the Headteacher.

Don't wait for instructions if there is a clear and present danger and staying put is the least safe option. Act upon what you see.

This procedure will be practised once per year and the children will be informed and reassured before it happens.

This policy has been agreed by the staff and governors at Bromley Heath Infant School and will be reviewed annually.

Sept 2018

APPENDIX 1

Lockdown Start Signal

Ideally, the HT should start the lockdown with by **ringing the hand bell** which will be repeated after a short pause. It may, however, be someone in the office or on playground duty who notices a threatening situation. In this case, that person collects the bell and starts ringing it.

Roles and Responsibilities

Who	What
Headteacher	Check hall doors and windows are locked and curtains closed, if possible. Close HT office blinds.
Teachers	Go with their class to their classrooms. Make sure windows and outside doors are locked. Close the blinds. Turn off lights and sit children away from doors and windows. Remain calm and reassure children. Keep your mobile phone on you.
Office Staff	<i>(As a safety measure, keep the hatch closed other than busy times.)</i> Lock hatch in Office. Check no children are in the entrance. In the absence of HT carry out her role. Then meet in HT office to set up a communication centre.
Lunchbreak Supervisors	Ring the hand bell to indicate that there is an emergency and keep ringing until that teachers start to arrive. Usher the children quickly into the nearest entry points. Make sure that all external doors are locked once all of the children are in. Stay calm and reassure children. Go to the children's own classroom and stay with a class. If this is not possible, go to the nearest classroom.
Kitchen Staff	If on site, stay in kitchen if safe.
TAs with no children	If near EYFS : Make sure that outside doors and windows are shut.. Check toilets. Check no children are shut out.. If near KS1: Make sure that outside doors and windows are shut around KS1 door. Check toilets. Check no children are shut out.
Visitors	Stay with the nearest class.
All	If you are not with your class only return to it if it is safe to do so. If not join the nearest class. Await further instructions via a mobile phone. A text message will be sent to signal the lockdown is over, a member of staff will come to your door and also tell you that the lockdown is over NO ONE SHOULD MOVE ABOUT THE SCHOOL.

BHIS Lockdown Key Points

On hearing the signal for a lockdown (hand bell ringing) take the following actions.

- Close all doors
- Move to the rear of the classroom
- Collect your mobile from the cupboard
- Close the blinds
- Turn off the lights
- Stay in place until told you are told that the incident is over
- *In case of a clear and present danger make a dynamic risk assessment and move to a safe place using the run, hide and tell principle.*

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BHIS Lockdown Key Points

OFFICE

On hearing the signal for a lockdown (hand bell ringing) take the following actions.

- **Close all doors and lock hatch**
- **Check that there are no groups working in the entrance**
- **Collect your mobile**
- **Close the office blinds**
- **Turn off the lights**
- **Move to the HT office**
- **Stay in place until told you are told that the incident is over**
- *In case of a clear and present danger make a dynamic risk assessment and move to a safe place using the run, hide and tell principle.*

BHIS Lockdown Key Points SMSAs

On hearing the signal for a lockdown (hand bell ringing) take the following actions.

- **Move all children to the rear of the classroom calmly**
- **Close the blinds**
- **Turn off the lights**
- **Stay in place until told you are told that the incident is over**
- *In case of a clear and present danger make a dynamic risk assessment and move to a safe place using the run, hide and tell principle.*

