



Lockdown Policy

Audience:	Parents / Carers Students Academy staff and volunteers Local Governing Bodies Regional Boards Local Authorities
Approved:	By LGB September 2019
Other related policies:	Health and Safety
Policy owner:	SBM
Policy model:	1
Review:	Every 2 years Last reviewed January 2024
Version number:	1.0

Introduction

Following advice and guidance from Birmingham City Council and NaCTSO (National Counter Terrorism Security Office), Moor Green Primary have created a School Lockdown Policy in line with the Health and Safety Policy already in use.

Lockdown procedures are in place as a response to an internal or external incident which could be a threat to the safety of staff and children in the school.

Notification of Lockdown

Lockdown procedures may be activated in response to any number of situations, these include:

- A reported incident or disturbance in the local community
- An intruder on site
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog

The school procedures aim to minimise the disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors.

There are 2 levels of Lockdown, partial lockdown and full lockdown.

Partial Lockdown

For Partial Lockdown, all entrances and exits are locked and monitored closely. All staff are aware to be vigilant. Children and parents would not need to be made aware of the situation in this instance.

Full Lockdown

All children, staff and visitors would be inside the building. All external doors and windows would be locked, with classrooms also being locked and barricaded if required. Emergency services would be fully involved, and children and parents would be made aware of the situation.

Before either lockdown procedure is implemented, the school would seek advice from external emergency services and follow the advice given.

The school may wish to implement partial lockdown until clarity is given as to the level of threat.

Procedures

- To implement Lockdown procedures, the alarm will sound with 5 short bursts.
- This will signal to staff to usher any classes or pupils that are outside back into the building immediately, with all external doors are locked and fob-connecting doors shut and activated. The school office and Site Manager will ensure front gates and external doors are locked if they are able to.
- At the time of the signal, pupils will remain in the room they are currently in, with any children brought in from the playground being escorted into the closest classroom.
- Any children not in a classroom (for example using the toilet) will return to the nearest occupied room, and will remain with that class.
- Teachers will then take a register of staff and pupils in their classroom at the time and inform the office staff via email (staff in a non-classroom without a computer such as the Willow room will phone the office to inform them of the register).
- It is important that the office team receive timely, accurate and concise information about who is in each classroom. Teachers will copy and paste the lines below into an email and report the information to office@moorgreenacademy.org as soon as possible:

The following Moor Green staff are in class XX:

The following visitors / supply / students are in class XX:

All pupils on the register this morning / afternoon are accounted for.

or

The following pupils on the register this morning / afternoon are not accounted for:

- Staff in the staffroom or another space within school, will also email office@moorgreenacademy.org to let them know who is in there.
- No one should move around the school unless there is a child unaccounted for. In this instance the office staff will liaise with the Headteacher or Deputy Headteacher to arrange a search for the child.
- Children will be positioned away from possible sightlines from external doors and windows. Blinds are to be closed, with lights and smartboards turned off.
- No visitors or staff will be allowed to leave the building without prior consent from the Headteacher or Deputy Headteacher.

Staff Roles

- Staff are to support children in keeping them calm and quiet
- Teacher / TA to lock their individual classroom
- Nearest adult is to check external door by classrooms are locked
- Office Staff / SBM / Site Manager to lock main entrance / gates
- Catering staff to lock the kitchen and switch off lights.

Communication with Parents – The following is dependent on advice from emergency services / local authorities.

- Office staff will contact parents via text message and by putting a message on the front page of the website.
- Dependent on the type of situation, parents will be asked not to call the school, to keep the phone lines clear for emergency services
- Parents will be asked not to collect their children during lockdown so as to not put themselves or the children at risk. Children will not be released to parents during lock down.
- If lockdown is still active at the end of the school day, parents will be notified of the time and place to collect their children in line with emergency services advice.

End of Lockdown Procedure

- Staff and children will be informed in person by a member of SLT Lockdown has ended. Teachers should remain in lockdown until they have face to face confirmation that it has ended.
- Teachers should return to the classroom as soon as possible with their pupils where another register will be taken to ensure all pupils have returned to class.
- A letter will be sent home to parents on the nearest possible day following any serious incident to inform parents of the context of the lockdown.

Lockdown Drills

- Lockdown drills will be practiced annually to ensure everyone is aware of the procedure and how to act in this situation.
- Monitoring and debrief of the drill will take place to ensure its smooth running and to ensure any required improvements can be made.