



**The Leys Primary & Nursery School**

*Learning Today ...Leading Tomorrow*

# Lockdown Procedure

Lockdown procedures 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.

DOCUMENT DETAILS	
Approving Body	Resources Committee
Author	The Leys
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**Changes since previous policy – wording and layout changed, and fire marshal/warden duties defined.**

## **Re: Lockdown Procedures**

As part of our commitment to ensuring the safety and security of everyone at The Leys Primary and Nursery School, we have developed these security lockdown procedures. It is crucial that all staff members are familiar with these protocols and to achieve this a lockdown drill will be undertaken at least once a year.

### **When Might Lockdown Procedures Be Activated?**

Lockdown procedures may be activated in response to several situations, including:

- A reported incident or civil disturbance in the local community posing a risk
- An intruder on the school site
- A warning regarding local air pollution risks (e.g., smoke plume, gas cloud)
- A major fire in the vicinity
- The presence of a dangerous dog nearby

### **Lockdown Plan:**

- **Signal for Lockdown:** The Tannoy system will announce "**ATTENTION LOCK DOWN.**"
- **Signal for All Clear:** The Tannoy system will announce "**All Clear,**" confirmed verbally by SLT via classroom telephone or in person.
- **Suitable Rooms for Lockdown:** Remain in your current classroom or office. Pupils and staff not in their classrooms should proceed to the nearest available classroom or hall.
- **Secured Entrance Points:** Fire Marshalls will ensure all external, fire, and internal doors, as well as windows, in their areas of responsibility are shut. Teachers will ensure the same procedures are followed in their classrooms.
- **Communication Arrangements:** Communication will be maintained via the Tannoy system, telephones, and in person.
- **Staff Notification: All staff will have advance notice of a drill; if the signal occurs without warning, it should be assumed it is not a drill.**

### **Lockdown Drill Procedures:**

- Upon hearing "**ATTENTION LOCK DOWN,**" adhere to the following:
  - Pupils outside must be brought indoors promptly to their classrooms. If not in their block, take them to the nearest classroom or hall.
  - The office must be notified by phone the location of all pupils who are not in their own classrooms.
  - Check corridors and toilets for any remaining pupils or staff.

- Close all external doors, windows, and blinds. Internal doors should also be closed.
- Keep pupils calm and ensure they sit quietly.
- Report any unaccounted pupils to the office immediately.
- Communication with Emergency Services will be established by the school office if necessary.
- Pupils will not be released to parents during a lockdown.
- If it becomes necessary to evacuate the building, the fire alarm will be sounded, and the usual fire drill procedure will take place.

### **Lockdown Drill and All Clear Protocol**

In the event of a lockdown drill, all classrooms will be notified by a senior member of staff, either in person or via the Tannoy system, once the incident has been assessed as safe. Pupils and staff will then be informed that the situation is under control and normal activities can resume.

### **Communication with Parents**

In the event of an actual lockdown, we will communicate any incidents or developments to parents as soon as practicable. Our communication strategy is designed to keep parents informed while minimising potential panic.

### **Emergency Services Coordination**

We maintain open lines of communication with the emergency services, who are best placed to offer advice as a situation unfolds. Depending on the severity of the incident, the school site may be cordoned off. The emergency services will support the headteacher's decisions regarding when and how to communicate with parents.

### **Staff Roles During Lockdown**

- **Headteacher/Deputy Head:** Must ensure the following procedures take place:
  - Alert staff via the Tannoy system that a lockdown drill is taking place or direct office staff to do this.
  - Initiate calls to emergency services and local authority if necessary.
  - Notify group leaders on school trips that the school is in lockdown and make decisions on an alternative venue for return/drop off for parents to collect pupils on the trip.
  - Conduct an ongoing and dynamic risk assessment based on advice from the emergency services as to whether a full lockdown is required.
  - All situations are different, once all staff and pupils are safely inside, they will then decide whether free movement within buildings may still be possible / permitted.
  - Keep updated via Tannoy system, telephones or in person.

- In person or telephone all classes inform staff that Lockdown is over by giving the “all clear” instruction..
- **Teachers:** Direct pupils inside, ensure calmness, close doors/windows/blinds, take a register and inform the office of any missing pupils/staff.
- **Support Staff:** Assist teachers and direct pupils inside classrooms.
- **Office & Premises Staff:**
  - Manage phone and Tannoy systems.
  - Telephone who maybe be working outside the current Tannoy system – PE Staff, Nursery, Pilgrims Way Pre-School, Kitchen and Brighter Days Staff.
  - Inform SLT of missing persons, and ensure notifications reach all areas.
  - Office staff to check Sign in app and establish location of any non-staff personnel
- **Outdoor Staff:** Bring pupils inside quickly. If they are in their block take them to their classroom. If not gather them together in a hall or classroom, make a list of the pupils and notify the office of their location. They must remain on this location until all clear is given.
- **Fire Marshals:**
  - Ensuring all main external doors within their designated communal areas are locked.
  - Confirming all windows and blinds are shut in these areas.
  - Ensuring all staff and pupils within communal areas such as corridors, toilets, staffroom, and halls have heard the lockdown announcement and have moved to the nearest classroom or safe area.
  - Checking toilet areas, including individual cubicles.
  - Please see the list of Fire Marshals and their deputies, along with their areas of responsibility, below.

Area of School	Fire wardens /marshals	Deputy
<b>Nursery Block</b> <ul style="list-style-type: none"> <li>● <b>Priority</b> - Ensure the main front external door and the back external door shut.</li> </ul>	E Balaban	L Stewart

<p>Then check all windows and blinds in the nursery are shut.</p>		
<p><b>Infant Block –</b></p> <ul style="list-style-type: none"> <li>• <b>Priority</b> - Ensure the main front external door and the back external door (near the food tech room) are locked.</li> </ul> <p>Then check communal areas and ensure all windows and blinds are shut:</p> <ul style="list-style-type: none"> <li>• Meetings Room</li> <li>• Main Office</li> <li>• SENCO'S Office</li> <li>• Fletcher Classroom</li> <li>• Family Liaison Office</li> <li>• KS1 Pupil Toilets (in corridor)</li> <li>• Ladies Toilets</li> <li>• Disabled Toilets</li> <li>• Headteacher's Office</li> <li>• Finance Office</li> <li>• Food Tech Room</li> <li>• Infant Hall</li> </ul>	<p>A Fonseca</p>	<p>S Clibbon</p>
<p><b>Year 2 Block</b></p> <ul style="list-style-type: none"> <li>• <b>Priority</b> - Check all external doors in the year 2 block are shut.</li> </ul> <p>Then check communal areas and ensure all windows and blinds are shut:</p> <ul style="list-style-type: none"> <li>• Pupil toilets</li> <li>• Corridor</li> <li>• Close windows and blinds.</li> </ul>	<p>K Moore</p>	<p>L Maisey/A Soule</p>
<p><b>Year 3 Block</b></p> <ul style="list-style-type: none"> <li>• <b>Priority</b> - Check all external</li> </ul>	<p>J Garner</p>	<p>H Evans</p>

<p>doors in the year 3 block are shut.</p> <p>Then check communal areas and ensure all windows and blinds are shut:</p> <ul style="list-style-type: none"> <li>• Corridor</li> <li>• Pupil toilets</li> </ul>		
<p><b>Junior Block – Area 1 –</b></p> <ul style="list-style-type: none"> <li>• <b>Priority</b> – Check the main external door next to the staff room is shut.</li> </ul> <p>Then check communal areas and ensure all windows and blinds are shut:</p> <ul style="list-style-type: none"> <li>• PPA Room,</li> <li>• Hub and Hub Toilets</li> <li>• Ladies Toilets</li> <li>• Deputy Head’s Office</li> <li>• Disabled Toilet</li> <li>• Staff Room</li> </ul>	K Harlock	G Hildebrandt
<p><b>Junior Block – Area 2 –</b></p> <ul style="list-style-type: none"> <li>• <b>Priority</b> – Check the external doors by the year 5 toilets and in the Junior Hall are shut.</li> </ul> <p>Then check communal areas and ensure all windows and blinds are shut:</p> <ul style="list-style-type: none"> <li>• Assistant Head Office</li> <li>• Year 5 Toilets</li> <li>• Junior Hall</li> <li>• Strong Classroom</li> <li>• STEAM Room</li> <li>• Music Room and all communal spaces in this</li> </ul>	M Doherty	A Wood

area including pupil Toilets		
<p><b>Year 6 Block</b></p> <ul style="list-style-type: none"> <li>• <b>Priority</b> - Check all external doors in the year 6 block are shut.</li> </ul> <p>Then check communal areas and ensure all windows and blinds are shut:</p> <ul style="list-style-type: none"> <li>• Corridor</li> <li>• Spare Classroom</li> <li>• Pupil toilets</li> </ul>	A Christie	H Luzzi
<p><b>Pilgrims Way Pre-School</b></p> <ul style="list-style-type: none"> <li>• <b>Priority</b> - Check all external doors are shut.</li> <li>• Close all windows and blinds.</li> </ul>	B Logan	K Smith
<p><b>Brighter Days Breakfast Club</b></p> <ul style="list-style-type: none"> <li>• <b>Priority</b> - Check all external doors in the area shut.</li> <li>• Close all windows and blinds.</li> </ul>	M Devonshire	M Cullinane
<p><b>Brighter Days After School Club</b></p> <ul style="list-style-type: none"> <li>• Priority - Check all external doors in the area shut.</li> <li>• Close all windows and blinds.</li> </ul>	M Cullinane/S Andrew	M Cullinane/S Andrew
<p><b>HCL Kitchen Staff</b></p> <ul style="list-style-type: none"> <li>• <b>Priority</b> - Check all external doors in the are shut.</li> <li>• Close all windows and blinds.</li> <li>• Turn off all cooking appliances.</li> <li>• Check all staff accounted for.</li> </ul>	J Ferguson	P Milton

<p><b>Hayward's Cleaning Staff</b></p> <ul style="list-style-type: none"> <li>• <b>Priority</b> - Check all external doors in the are shut.</li> <li>• Close all windows and blinds.</li> <li>• Check all their staff are accounted for.</li> </ul>	P Milton	M Small
<p><b>Other Contractors</b></p> <ul style="list-style-type: none"> <li>• Follow instructions from site manager.</li> <li>• Check all their staff are accounted for.</li> </ul>	M Small	Admin Team