

BRANSTON JUNIOR ACADEMY: LOCKDOWN POLICY

1.0 INTRODUCTION

- 1.1 Lockdown procedures enable a school to close down and protect itself and those within it from an identified and urgent risk very quickly, such as the following:
- A local incident, such as a civil disturbance or risk of air pollution
 - A fire adjacent to the school
 - A dangerous dog or another animal which is nearby
- 1.2 Lockdown is the ability to restrict access quickly, prevent staff and the pupils from moving towards danger, or frustrate or delay the identified risk from entering the school.

2.0 LOCKDOWN PROCEDURES

- 2.1 The member of staff who believes a lockdown needs to take place, will inform the headteacher or member of SLT, who may make the decision to instigate a lockdown. The following actions will then take place:

Admin Staff	Teachers and Teaching Assistants
• The internal school bell (usually used for break/lunchtime) will be rung intermittently, to signal the start of the lockdown. • Check Meeting Room for any occupants (bell can not be heard in these rooms). Ask occupants to return to classrooms. • IF APPROPRIATE: Emergency services will be called and their advice will be followed • IF APPROPRIATE: Ensure that the external Reception door is unable to be opened from the outside and that the blinds are closed on the windows either side of the door. Any visitors in Reception are moved through the internal door, to be inside the school. • IF APPROPRIATE: Where possible, Admin Staff try to carry out further actions from the back office and not from Reception where they could be	• If already in the building, at the sound of the alarm; all pupils and staff are to remain in classrooms • If outside at the sound of the alarm; all pupils and staff to calmly return to classrooms through the nearest entrance once in classrooms, windows, external doors, fire doors and window blinds are closed • Teachers ensure they have their walkie talkie with them to enable communication if needed; [IF APPROPRIATE: these are used to a minimum, to avoid giving away location of people] • Teachers use registers to establish if any children are missing; and any 'free' staff (ie; not responsible for a whole class of children) are used to locate them as quickly as possible and return them to the right classroom

seen through windows/the door etc. • IF ADVISED: Parents will be informed by email or text. The message will inform them that a lockdown is occurring and that the school is doing everything they can to ensure their child's safety. ○ It will ask them not to contact the school as this will block the telephone line which we will need to communicate with the emergency services etc. ○ It will inform them that they will be contacted when it is safe to collect their children and where this will be from. ○ Parents should also be made aware of what will happen if the lockdown continues beyond school hours. ○ It should also inform them that children will NOT be released to parents during a lockdown. They will only be released once the headteacher / a member of the school's senior leadership team OR the emergency services has lifted the lockdown. • The Chair of Governors should be informed of the situation. • IF APPROPRIATE: Branston Infant Academy (01522 791907) and Branston Community Academy (01522 880400) will be made aware of the situation, so they can decide for themselves whether they need to instigate any emergency procedures.	• All staff should keep the pupils occupied and calm. • Staff should continually risk assess the cause of the lockdown; with the help of the emergency services. • The movement of pupils should only be undertaken with the approval of the emergency services or as directed by the headteacher. • IF APPROPRIATE: Where possible, 'free' staff (ie; not responsible for a whole class of children) should covertly monitor any movements outside and keep the admin staff/Headteacher/person on the phone to emergency services updated with the situation. • All staff can communicate with each other verbally, using the internal phone system and walkie talkies; [IF APPROPRIATE: advice will be taken from the emergency services as to when it is vital that silence is maintained so as not to give away location etc.]
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2.2 Staff will work together to ensure, where possible, that children in need of specific medication (such as inhalers or epi-pens) have their medication moved to the child's location.

2.3 A lockdown will remain in place until it has been lifted by the headteacher / a member of the senior leadership team OR the emergency services.

- 2.4 No children will be released to parents during a lockdown.
- 2.5 No adults are allowed to leave the building/site during a lockdown, unless agreed by the emergency services.
- 2.6 In the event of a prolonged or particularly challenging lockdown, emergency services, local authorities and voluntary sector organisations will typically work together to coordinate practical and emotional support for those affected by the lockdown events. A reception centre for friends and family could also be set up away from the affected area.
- 2.7 A fire alarm (a continuous sounding alarm) will trump the lockdown. It will be the cue to evacuate the school and line up on the school field – following the usual 'fire evacuation' procedures. The Headteacher and Administrator will make the usual checks to ensure the school is empty.
- 2.8 At all times, the health and safety of all children and staff is paramount. All staff are responsible for taking any actions that necessary to ensure safety – such as moving unsafe furniture or moving away from broken windows etc. However, advice must always be sought from the emergency services if the actions will involve movement of large numbers of people or large movements of people within the building.
- 2.9 Whilst it may not be possible to give children/adults first aid using the resources provided in the First Aid Room, due to the need for reduced movement inside the school building; first aid must always be given if needed, using any improvised means – eg; a paper towel, a jumper etc.
- 2.10 No member of staff will be allowed to talk to any form of media (Press, Radio, members of the public near to the school) and are advised to only use the same message to their own friends and family that has been used in the email information to parents – namely that a lockdown is in place, not to call the school and that information will be sent out when the lockdown has been lifted.

3.0 POST-LOCKDOWN PROCEDURES

3.1 Once a lockdown has been lifted (either by the headteacher/member of the senior leadership team/the emergency services), the following actions will take place:

Admin Staff	Teachers and Teaching Assistants
• The internal school bell (usually used for break/lunchtime) will be rung continuously; to signal the end of the lockdown. • All advice from the Emergency services will be followed, with regards to how children can be released from school to parents – eg; whether a reception area has been used and thus children need to be transported to it etc. • IF APPROPRIATE: Parents will be informed by email or text message, ○ The message will inform them that the lockdown has ended. ○ It will inform them as to how they can collect their children – at what time and where from. (eg; it might be that adults are asked to come into school to collect children rather than a free-for-all on the front playground). ○ It should also inform them that children will NOT be allowed to walk home on their own, they MUST have someone to collect them. • The Chair of Governors should be informed of the situation. • IF APPROPRIATE: Branston Infant Academy (01522 791907) and Branston Community Academy (01522 880400) will be made aware of the situation, so they know that the lockdown has ended and are aware of any complications that may be caused by children being collected from the lockdown.	IF APPROPRIATE: • All staff enable the calm movement and collection of children by adults; using whichever logistics are decided upon by the headteacher in consultation with the emergency services and as explained to parents using email. • The daily emergency evacuation register is used to tick off children as they have been collected by an adult.

- 3.2 All adults collecting children or enquiring about the reasons for the lockdown or any actions related to the lockdown, must be given the briefest of information. It is better to state that 'the health and safety of the children was paramount....that all actions were carried out in consultation with the emergency services' and that 'more detailed information will be sent out once it has all been collated'. Staff are not to join in with adult speculation on reasons for the lockdown or whether it could have been handled differently; rather that BJA and emergency services would prefer it if they could wait until all information has been collated, so that the facts are circulated rather than opinion and 'fake news'.
- 3.3 No staff member will be allowed to leave the premises until they have provided any necessary debriefing information to the headteacher / emergency services; eg; anything they witnessed etc.
- 3.4 The Headteacher, in consultation with the emergency services, the Chair of Governors (and, if appropriate, the local authority) will agree any statements to be used to the media and what information is to be given formally to parents. It will also be decided as to whether the information to parents is to be sent via email immediately, or whether it is being sent out the next day. It is asked that all Staff members use the same facts when informing friends and family.
- 3.5 Staff, particularly those who have access to social media that is used by many parents, (eg; Facebook, Twitter) are asked to report any sensationalism and/or 'fake news' that they see, to the headteacher.
- 3.5 The headteacher will ensure that all relevant steps have been taken as per the BJA 'critical Incident and Business Continuity Management Plan':
- Business Continuity Actions – pages 9-11
 - Recovery and Resumption Actions – pages 12-13
- Although some actions detailed in the 'Plan' may be delegated to the Administrator, the Deputy Headteacher and/or Bursar.
- 3.5 Depending on the reason for the lockdown, the headteacher, in consultation with the emergency services and the Chair of Governors will make the decision as to whether the school will be open the next day and if any changes will need to be made to usual practice in order to ensure the safety of all children and staff – eg; not using a particular area of the school, or organising an external agency to make an area safe.

If appropriate, parents can be kept informed of these changes when they are formally informed about the lockdown (see point 3.4).

- 3.6 Depending on the reason for the lockdown and the actions taken as a result of it, the Headteacher and Chair of Governors should discuss as soon as possible post-lockdown, whether any changes need to be made to current policy and procedures, including this policy. If necessary advice can be sought from external advisors as appropriate and an extraordinary Full Governing Body Meeting could be held to discuss findings and make any relevant changes.
- 3.6 If deemed appropriate, a meeting could be arranged whereby parents can speak to the Headteacher and Governing Body about the lockdown. This is particularly important if changes need to be made to policy and practice at the school. It may be that advice is sought from the external advisors.