

Summerfield School



The Best You Can Be - Everyone, Every Day

LOCKDOWN POLICY

Created: March 2022

Review: March 2024

1 Aims

- 1.1 As a school we aim to create a happy, safe environment that nurtures and supports all members of our school community which:
- Equips each child with the knowledge to make good choices regarding their behaviour, safety, well-being and lifestyle;
 - Ensures that each individual is an outstanding role model for the rest of the community.

2 Introduction

- 2.1 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. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.
- 2.2 Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:
- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in 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 animal roaming loose

3 A 'Full Lockdown'

3.1 This signifies an immediate threat to the school

3.2 The 'Full Lockdown' Procedure:

Walkie Talkies will be taken each school day by the following staff:

- Headteacher (In the Headteacher Office)
- Site Manager
- School Office
- Rosie Martin – Sports Co-ordinator
- Fire Wardens and Deputies – KS1 and KS2

- 3.3 During lockdown each staff member with a walkie talkie needs to confirm lock down. E.g. 'Office lockdown / KS2 lockdown' etc. If any area isn't recorded a further message of 'Office (followed by the missing location e.g. KS2/KS1) and confirm' The location then needs to radio in.
- Staff will be alerted to the activation of the plan through the walkie talkies, an initial ring followed by the phrase 'crocodiles in the grounds / school'. When the situation is resolved the phrase 'crocodiles clear' will be heard via walkie talkies.
 - External doors to be locked, windows closed and blinds drawn.
 - Unless informed otherwise, pupils should sit quietly, out of sight, in the following locations:
 - Children remain in class, except Bees & Butterflies who go into Ants & Fireflies
 - Classes utilising the hall at the point of lockdown should go into the IT Suite
 - Classes utilising the library at the point of lockdown should go into the nearest classroom e.g. Lions
 - Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
 - Evacuation of building:
 - At any point during the lockdown, the fire alarm will sound as a cue to evacuate the building
 - During the lockdown, staff will keep lines of communication open, but will not make unnecessary calls to the school office which might delay more important communications.

4 Communication between School and Parents

- 4.1 A summary of the school lockdown procedure, especially arrangements for communicating with parents, will be shared with parents through the Headteacher's Newsletter and will be accessible via the school website. Summary below:

'As part of our safeguarding arrangements we have a plan for 'lockdowns'. Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school.

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

1. A reported incident/ disturbance in the local community
2. An intruder on the site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
4. A major fire in the vicinity of the school
5. The close proximity of a dangerous animal roaming

In the event of an actual lockdown, parents will be notified by a text message as soon as possible. Please ensure you are connected to Weduc

During a 'lockdown' our first priority will be the safety of the children and staff. We ask that you:

- Do not contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put yourselves and others in danger.
- Wait for the school to contact you about when it is safe for you to come collect your children, and where this will be from. The location for collection will be communicated via Weduc.

Pupils will not be released to parents under any circumstance during a 'lockdown' until it is deemed by the emergency services safe to do so.

The governors have chosen not to publish all of the procedures as this may give an intruder additional information that they would then use to their advantage'

4.2 In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

4.3 Parents should be given enough information about what will happen so that they:

- Are reassured that the school understand their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for emergency calls.
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe for them to come and collect their children, and where from.

4.4 Initially parents will be informed (via a text message)
Summerfield Lockdown- for the safety of our children and staff nobody is allowed in or out, we will update you ASAP. Please do not come to or call school.

5 Emergency Services

5.1 It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

5.2 Emergency process for maintained schools

Settings and schools are expected to be able to manage such an incident at a local level; however, some critical incidents may require further support from Milton Keynes Council. In the event of a critical incident please refer to the Progress Diagram (*Appendix 1*)

- 5.2.1 The Children and Families Incident Management Team (CF:IMT) will provide the necessary business continuity support to maintained settings and schools when required. Help can be procured from the Risk & Business Continuity team.
- 5.2.2 CF:IMT will also co-ordinate the Children and Families service group response to a critical incident.
- 5.2.3 Critical incidents (level 3 and 4 Incident Impact Levels *see Appendix 2*) A meeting of the CF:IMT will be called by the chair or deputy chair, if necessary, in the event of an incident being reported to the Local Authority. Out of hour's contact numbers for the Chair and Deputy will be kept on file by the Community Alarm Service, who function as the initial point of contact for settings and schools. The Community Alarm Service will then contact the Chair or Deputy, who will assess the incident and decide whether cascading the message and invoking the CF:IMT is necessary. Members of the CF:IMT will be required to ensure that their out of hour's contact details are available and kept up to date.
- 5.2.4 Non-critical incidents (level 1 and 2 Incident Impact Levels *see Appendix 2*) In the event of a non-critical incident, settings or schools can call the community alarm centre number to make a report which will then be cascaded via email to all members (or deputy members) of the CF:IMT. Settings or school should state the code 'Children and Families Incident Management Team – Non-critical incident' and provide a brief description of what has happened

Process Diagram

Appendix 1

Setting or school experiences an incident, and requires support and/or needs to alert incident to Milton Keynes Council (Level 2 or above from Incident Impact Levels above)



Setting or school telephones the Community Alarm Centre on

01908 311773



Setting or school gives Community Alarm Centre code 'Children and Families Incident Management Team'



Community Alarm Centre staff locate 'CF:IMT File' then confirm and log the following:

- Name of caller and their role at the school or setting
- Setting or school they are calling in relation to
- Contact number for incoming calls only to ensure emergency contact.
- Will advise a separate number for outgoing calls to ensure external services can contact when needed and line is clear.
- Description of the nature of the critical incident
- Are there any injuries? Have there been fatalities?
- Have emergency services been contacted?
- What support do they require?



Community Alarm Centre advises setting or school that the CF:IMT will be made aware of their call



Community Alarm Centre will initially, contact Chair of CF:IMT, followed by Deputy 1, then 2, if unsuccessful. If neither Deputy can be obtained, they will continue to attempt to contact the members of the CF:IMT in the agreed hierarchical order.



Chair of CF:IMT to respond to incident and invoke CF:IMT if required, putting business as usual on hold, starting an incident log, calling in other MKC teams as required and begin liaison with the setting or school. If a major incident is declared the Council's emergency planning arrangements will be invoked and the CF:IMT will report to the Incident Director

Incident Impact Levels

Appendix 2

Response Level	Examples of Impacts:	Response expected:
<p>Level One</p> <p>Minor Impact</p> <p>Greater Frequency</p>	<p>Failure of an IT system/ Application (single) with short- term (4-8 hours) disruption on a non-critical service. E.g. Bus delayed domestically whilst on school trip.</p>	<p>Co-ordination by manager of disrupted service</p> <p>Response by more than one service needing 2-3 hours of low-level coordination of Schools activities at manager/head teacher level</p>
<p>Level Two</p> <p>Limited Impact</p> <p>Occasional</p>	<p>Disruption to critical service(s) expected to last no more than 2 hours (e.g. bus delay whilst abroad)</p> <p>Disruption to non-critical service expected to last for more than 1 day</p>	<p>Co-ordination by Head Teacher or Business Manager of disrupted service with reference to the Schools Incident Management Team</p> <p>Response by more than one service, needing co-ordination for several hours. Co-ordination by service managers with reference to chair of Children & Families Incident Management Team</p>
<p>Level Three</p> <p>Severe Disruption</p> <p>Rare</p>	<p>Disruption to critical services expected to last for more than 4 hours (e.g. failure of critical system such as e-mail or telephone School wide) or injury/major accident domestically, or a lockdown situation that doesn't pose a threat to life.</p>	<p>Some routine activities may be reduced, as per Business Continuity Plans, by Directors and / or Schools Incident Management Team</p> <p>Response across many services. Coordination through Children & Families Incident Management Team</p>
<p>Level Four</p> <p>Widespread disruption to MKC, MK or neighbouring region</p> <p>Very Rare</p> <p>Major</p>	<p>Major disruption across all Council Services e.g. closure of a main site for more than 24 hours</p> <p>Individual demonstrating threatening behaviour and in possession of a weapon or a lockdown situation that poses a threat to life, including terrorism</p>	<p>Prioritising delivery of services. Council effort fully directed to recovery from incident.</p> <p>Non-critical activities suspended across the School.</p> <p>Co-ordinated by Schools Incident Management Team in consultation with CF:IMT.</p>