



## Larkrise Primary School Health & Safety Policies

### Critical Incident Management and Lockdown Procedures

This policy covers the management of critical incidents such as violent intrusion, fire, explosion, gas or water leaks.

#### Preventing unauthorised access to the building

- All external doors should be kept closed at all times
- Staff should always sign in and out using the front door to gain access and leave the building and should make themselves known to any office staff present
- All staff should wear ID badges at all times
- The gate to the cycle path and gates and the front of the school must be locked at 8.55am and 3.20pm
- Staff will approach any unauthorised/suspicious person entering the site during the school day & accompany them to the school office at the front of the school
- If the person refuses to comply staff should lead them away from children and walk directly to the front office or the nearest telephone/radio/alarm point, leaving other adults to take charge at the scene
- All visitors must sign in and provide photo ID to office staff.

#### Emergency Procedure in the event of a major incident

- Staff in the immediate vicinity of any such emergency will immediately evacuate the building to Assembly Positions which are defined in the Evacuation posters which are located in every learning space around the playground.
- At the earliest opportunity an adult will sound the alarm (breaking alarm glass, use radio/telephone to contact office). The word Cuckoo will be used over the radio to indicate to all staff that lockdown is to be initiated.
- Office staff will take with them the Children's Contact File, the gate key, a telephone and a radio. The SBM is in the process of ensuring every member of staff has a gate key in case of emergency.
- The Head/Deputy will assess the situation
- If it is impossible to re-enter the building, office staff will contact St Gregory the Great school via the gate at the bottom of Campbell Road and children and staff will convene on their Primary School Playground.
- Instructions will be given to office staff if the emergency services are required
- Office staff & staff at St Gregory's will contact parents/carers to collect their children from there
- If the incident results in injury that requires hospitalisation, a known adult (First Aid TA in the first instance), if possible, will accompany the child
- Teachers should remain with their classes
- Office staff will direct all media enquiries to RLT

#### Incidents that occur off site

- A Risk Assessment will be completed before any visit off site
- Staff will familiarise themselves with any local evacuation procedures at the earliest opportunity
- Staff will manage the incident following the site procedures the principles described above
- Teachers should always remain with their classes
- The teacher should telephone the school as soon as possible
- The Head/Deputy will make an assessment and provide instructions

- If required, office staff will make contact with parents to inform them of the incident and arrange collection of children

Fire Drills will be practiced every short term. An emergency evacuation twice a year and a lockdown practice twice a year.

## Larkrise Primary School Lockdown Procedure

Lockdown procedure 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.

Lockdown procedures may be activated in response to any number of situations for example:-

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in 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 roaming loose

The school's lockdown plan is as follows:

Signals	
Signal for lockdown	Alarm to sound five times with a space in between each ring. <a href="#">If any member of staff uses Cuckoo over the radio we are in lockdown situation.</a>
Signal for all-clear	Verbally from the designated person via two way radio and the ringing of the bell again. .

Lockdown	
Rooms most suitable for lockdown	All classes are to exit classrooms to the nearest internal corridor with no windows and to sit silently crossed legged on the floor. Staff to ensure blinds are down on all external doors. Year 1 to evacuate to corridor outside classrooms and hexagon room. Year 3 to evacuate to the photocopy room and girls toilets. Year 4 to evacuate to corridor leading to the linkway (but not through the doors to the linkway) and away from the glazed doors to the main hall. Year 6 to evacuate to the internal corridor and cloakroom area outside Canary room. Years EYFS and Nursery to evacuate into the corridor with years 2 and 5.

Entrance points (e.g. doors, windows) which should be secured	External doors Fire doors Internal doors All windows
Communication arrangements	Two-way radios – the word Cuckoo will be used to signal that the lockdown policy should be implemented. Class telephones-nursery and Kingfisher Mobile phones
Other important information	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site

### Checklist of actions regarding lockdown

Ref	Initial response-lockdown	Tick/sign/time
L1	Ensure all children are inside the school building. Walk the children to the nearest windowless corridor. Class teachers are responsible for their own class.	
L2	Lock/secure any entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
L3	Dial 999 and explain the nature of the emergency. Give the name of the school and postcode OX4 4AN	
L4	Ensure action is taken to increase protection from attack: Block access points (e.g. move furniture to obstruct doorways Keep out of sight Draw curtains and blinds Turn off lights Stay away from windows and doors Class teachers responsible for their own class	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
L6	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	
L7	Pupils will not be released to parents during a lockdown	
L8	Parents will be notified as soon as it is practicable via the parent mail text system	
L9	If it is necessary to evacuate the building, the fire alarm will sound and a verbal message to evacuate will be sent via two way radio	

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

### Partial Lockdown

**Alert to staff:** 'Partial lockdown'

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

**Immediate action:**

- All outside activity to cease immediately, pupils and staff return to building. (Staff will be alerted via two way radios)
- All staff and pupils remain in building and external doors and windows locked
- Movement of pupils may be permitted within the building depending upon circumstances but this must be supervised by a member of staff

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the emergency services. This will then be communicated to staff and pupils.

‘Partial lockdown’ is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents in the ICT room can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

## **Communication between parents and carers and the school**

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.

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

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

- Are reassured that the school understands 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 contacting emergency services
- Do not come to the school. They could interfere with emergency services’ 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 to come get their children, and where this will be from

Parents will be told **“The school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...”**

## **Emergency Services**

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. Emergency services will support the decision of the Headteacher regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Oxfordshire County Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

**March 2019**

**Review Date November 2019**

**Signed.....(Chair of Governors)**

**Signed.....(Headteacher)**

## Appendices

- Plan of school showing evacuation routes, Assembly positions, lockdown areas
- Staff checklists – how to trigger lockdown and evacuation, what to do in lockdown/ evacuation
- Cards with important contact numbers for staff