

Wirksworth Junior School

Full lockdown procedure

Schools are not required by law to have lockdown procedures in place; however, Wirksworth Junior School has developed the following procedures and practise in case a lockdown is necessary, which can be implemented if needed.

A lockdown is necessary when pupils and staff need to be **locked** within buildings for their own safety, such as in situations where there is a dangerous dog, swarm of bees, hostile intruder, terrorist attack or other criminal activity.

It is important to remember that it is **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, an evacuation may put people at risk of further danger, e.g. from an intruder or device at one of the exits.

In the interests of safety, it is important to make sure that items that could be used as weapons, e.g. kitchen implements, tools, cleaning products, are securely locked away when not in use.

The school will work with the emergency services and follow their instructions on how to manage the critical incident.

Version history

Section/Establishment Name: Wirksworth Junior School			
Date of Assessment	October 2021	Date of Issue	25.4.22
Assessment carried out by	Isabel Webb	Signature	

Reviewed Date and practise of procedures	Reviewed by	Changes made and what these are
29.4.22	All staff	<ul style="list-style-type: none"> • Changed where the office staff would lock down to the SEND room not the school office. • Use flipchart paper to block windows if no blinds. • Office staff to make the initial emergency call whilst headteacher sounds the alarm. • Added using the PE shed as a safe space on the playground. • Added kitchen staff to lockdown in the storeroom. • Prepared a typed message to be emailed out to parents.
30.06.23	All staff	<ul style="list-style-type: none"> • Ensure all the kitchen staff are aware of the lockdown procedures and the need to pull down blinds and hide in their cupboard. • Ensure their door is always locked.
29.04.24	All staff	<ul style="list-style-type: none"> • Updated class names and procedures as we are not using Top Block. • Use Top Block if the children are completing Forest Schools. • Kitchen staff to hide in the kitchen cupboard as they have no blinds.
08.05.24	All staff	<ul style="list-style-type: none"> • When the headteacher whistles, the teacher will repeat the whistle in case the head teacher is blocked from informing others. • The kitchen door will be knocked to get their attention and the whistle blown. • Everyone to make sure the outdoor doors are locked at all times, unless an adult is supporting a child, reducing the chance the door is left open in a lockdown situation.

Full lockdown procedure

Incident control officers and response team		
Role	Nominated person	Emergency contact number
Incident control officer	Headteacher: Isabel Webb	Internal number (New library room 106)
Deputy incident control officer	Deputy headteacher: Kirsty Meehan	Internal number for Top Block class 107
Senior teacher	Helen Taylor	
Communications officer	Office staff in school	01629 822457 Internal number 100 or 101
Year 3/4 TA	Becci Davies/ Luke Wisner	
Year 5/6 HLTA and Teacher	Helen Taylor/Reece Turner	

Signals	
Full lockdown signal	<u>Three sharp blasts whistle at least three times</u>
All-clear signal	<u>Intermittent whistles blowing for at least 2 minutes</u>
Evacuation signal	<u>Continuous whistle for at least 2 minutes</u>

Other arrangements		
Safe areas	Classrooms Assembly hall Medway Top block Office Community room	
Outdoor safe area	The school shed	
Evacuation point	Playground	
Pre-arranged alternative place of safety if required to leave the site	Venue name	Wirksworth C of E infant school
	Venue type	School
	Point of contact	Jo Poyser
	Contact number	01629 822496 Or 01629 822453
Useful information about the alternative place of safety	Distance approximately one kilometre. Capacity: 60 pupils at the C of E Directions: walk down Wash Green, then down Coldwell Street and then down North End Opening hours: school hours	
Communication arrangements	Mobile phones Instant messaging/email Internal school telephones	

Wherever possible, we will use silent communications and keep noise to a minimum, especially if there are any intruders close by. We will make sure any communication devices are secure and cannot be intercepted, e.g. turning devices off when not in use.

Initial implementation

The school is made aware via the agreed communication arrangements of the incident that requires the full lockdown procedure to be implemented.

The **headteacher or deputy in her absence** makes the decision to implement the full lockdown procedure. They phone up to Medway.

A full lockdown signal is given. (Three sharp blasts of the whistle at least three times)

Ensure the kitchen door is knocked, so they can hear the whistle. The **headteacher** will make sure we get their attention.

If the **deputy** is teaching, the year 5/6 HLTA covers the class for the **deputy** to be part of the incident control officers. If the headteacher is offsite the **senior teacher** will also be released by the year 3/4 HLTA to support the deputy.

Staff use **emails on their ipads** to ensure all staff members are aware of the incident that has occurred and the type of lockdown procedure to be implemented, and that the lockdown is not a practice.

The **caretaker** is contacted to ensure they are aware of the implementation of the full lockdown, via email and text message.

The **headteacher** contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary. The initial call to emergency services is made by the office whilst the headteacher informs the school there is a lockdown.

Immediate action

All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building, unless it is unsafe to do so, and staff ensure all doors are securely locked.

The gates to the school drive are locked so that any unauthorised vehicles are blocked by the office staff, if safe to do so. Office staff to divert phone calls through to the new library and make the emergency call to the emergency services in the new library. Once the headteacher, has made the announcement to the school there is a lockdown to return to the new library to coordinate from the room.

Office staff to alert parents.

Staff, pupils and visitors that remain outside during the lockdown hide in the designated outdoor safe area until the emergency services arrive. (PE shed)

Staff escort pupils and visitors to the nearest safe area.

If children on the field for forest schools, they use top block and pull down the blinds.

The **deputy or senior teacher if deputy is coordinating the lockdown in the headteacher's absence** checks outdoor areas near top block and ensure all pupils, staff and visitors are inside the school building, if safe to do so.

Kitchen staff to go into the store cupboard and ensure doors are locked and ensure they have access to emails.

When everyone is inside, all external doors and windows are locked by adults in the school, and blinds or curtains closed; doors and windows remain locked until the 'all-clear' signal is given or unless otherwise instructed by the **headteacher** or emergency services.

<p>It is every class teachers' responsibility to check all their external doors and windows are locked. It is the office staffs' responsibility to ensure the front door is locked and office doors are locked.</p>
<p>All internal doors to safe areas are locked and any windows on doors are covered.</p>
<p>Access points to safe areas are blocked off by moving furniture to obstruct doorways. Teacher/HLTA to complete.</p>
<p>Lights in all safe areas are turned off.</p>
<p>Teachers on PPA will immediately go to their class to support if safe to do so.</p>
<p>Teachers/HLTA conduct a register or headcount. Staff notify the office staff if any pupils, members of staff or visitors are not accounted for via email to the school office staff and the headteacher, and an immediate search is instigated by the headteacher, where appropriate and safe to do so.</p>
<p>Verbal communication via internal phones or mobile phones is kept to essential communication. All mobile phones are turned onto silent and communication devices are not used if it would be unsafe to do so, e.g. if usage would lead to the location being revealed.</p>
<p>Pupils, staff and visitors sit quietly, away from doors and windows, and out of sight, e.g. under a desk.</p>
<p>All staff, pupils and visitors remain in their safe area unless otherwise stated by the headteacher or emergency services.</p>
<p>All pupils, staff members and visitors are made aware of their nearest exit point in case a hostile intruder manages to gain access to a safe area.</p>
<p>If possible, the headteacher will check for missing or injured pupils, staff or visitors.</p>
<p>Pupils and visitors are kept calm during the lockdown.</p>
<p>No pupil is released to their parents during the lockdown.</p>
<p>The office staff set an automated answer machine message to inform callers that a full lockdown procedure is in place. A message is sent via Class Dojo and email to inform parents that there is a full lockdown and we are being supported by the emergency services. (Prepare the message in advance to ensure the message is clear.) i.e The school is in full lockdown and we are working with the emergency services. The school will not be responding to emails, phone calls or Class Dojo messages. We let you know as soon as the emergency services have told us it is safe to come out of the full lockdown.</p>
<p>The headteacher keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident.</p>
<p>The headteacher sounds the evacuation signal if it is necessary to evacuate the building. The rest of the building is evacuated to the designated evacuation point if someone is taken hostage on the school site.</p>
<p style="text-align: center;">Further action after the lockdown</p>
<p>Parents are informed of the incident via an email</p>
<p>The headteacher contacts the communications team for support.</p>
<p>The SLT reviews the full lockdown procedure for its effectiveness and make changes as necessary.</p>

Lockdown Procedures

Lockdown means closing doors and windows to keep people safe inside a building.

- 1. A lockdown will be signalled with 3 sharp blasts of the whistle. This will be repeated at least three times.**
- 2. If you are on the playground, in the toilets, hall or corridor, return to the nearest classroom.**
- 3. Remain calm, and do not stop or go back for your belongings.**
- 4. Stay in your classroom- you may be told to sit on the floor, underneath a table or against a wall.**
- 5. Do not sit near closed doors or windows.**
- 6. Remain silent.**
- 7. Make sure you know where the exit is.**
- 8. Listen carefully and follow instructions from members of staff.**
- 9. Do not leave the classroom until a member of staff tells you to.**

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