

# PORTFIELD SCHOOL & SATELLITE CENTRES



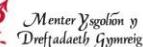
## POLICY DOCUMENT FOR SCHOOL LOCK DOWN



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Cynlluniau Ysgolion Iach - Rhwydweith Cymru

## **Review of Policy**

This policy will be reviewed annually unless changes of circumstances or legislation requires it to be amended earlier.

This policy was adopted by:

Signed: ..... Date: .....

Headteacher

Signed: ..... Date: .....

Chair of Governor

# Portfield School Mission Statement

Working together    Learning together    Achieving together

At Portfield School we strive to

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

## UNCRC United Nations Convention on the Rights of the Child

- Portfield School places the values and principles of the UNCRC at the heart all policies and practices
- Portfield School is a Rights Respecting School

# School Lockdown Policy

## **Introduction**

Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or restricting the attackers accessing a site (or part of).

Those seeking to conduct attacks often undertake a level of planning including hostile reconnaissance. All opportunities to detect and deter threats at the attack planning phase must be taken. To mitigate threats a strong security posture through visible and effective activity is essential, for example by having robust staff awareness and reporting processes, efficient use of CCTV, deterrent communications, active security zones and being vigilant to those adults unfamiliar to school or acting strangely.

All schools should have a robust and tested school lockdown procedure. Lockdown procedures are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of students and staff in the school.

If preventing an attack has not been possible, the ability to restrict and delay the attacker(s) during the course of the attack and reduce the number of potential casualties can be greatly increased through dynamic lockdown.

## **Lockdown procedures can be activated in response to any number of situations;**

- An act of Terrorism;
- 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);
- An individual within the school (with the potential to pose 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;

## **Policies and plans must consider;**

- How to achieve effective full or partial lockdown
- How to let people know what's happening
- Staff Training
- STAY SAFE principles

“Stay Safe” is a short film capturing the actions that people should take in the event of a firearms or weapons attack. It contains the main messages of RUN > HIDE > TELL

- The run hide tell video is on the PCC Intranet in English and Welsh:  
<http://pccintranet.pembrokeshire.gov.uk/content.asp?id=8720>

### **Using principles of “Stay Safe” Firearms and weapons attack.**

‘Stay Safe’ principles (Run Hide Tell) gives some simple actions to consider at an incident

and information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website

[https://www.gov.uk/government/publications/recognising-the-terrorist-threat.](https://www.gov.uk/government/publications/recognising-the-terrorist-threat)

#### **Run**

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

#### **Hide**

- If you can’t RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

#### **Tell**

- Call 999 - What do the police need to know?
- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so

### **In the event of an Armed Police Response**

- Follow officers’ instructions.

- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

### **Be aware that Officers may**

- Point guns at you.
- Treat you firmly.
- Question you.
- Be **unable** to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.
- What are the local plans? e.g. personal emergency evacuation plan.
- People know what is expected of them, their roles and responsibilities.

### **To achieve dynamic lockdown:**

- Procedures must aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.
- Identify all access and egress points in both public and private areas of the site, detailed school site plans ( Annex A )
- Train staff to act effectively and be made aware of their responsibilities.
- As Portfield School is based over 2 separate buildings, methods of communication between the buildings to be via phone, radio or mobile phone. Effective lines of communication to be made.

### **Letting people know what's happening.**

- Public Address (PA) system
- Existing internal messaging systems; text, email, staff phones etc.
- Dedicated "Lockdown" code to be told.
- Word of mouth

### **Internal Lockdown**

- The code word "**sunflower**" is to be announced over School PA system (upper School) receptionist to call all classes to notify them of internal lockdown is to be carried out (Lower School)
- ALL staff and pupils to stay within their class, lock all doors and secure themselves in, out of sight of any doors windows where possible, blinds drawn, pupils sit quietly.
- All classes to remain in their class until informed that the threat has gone by a member of SLT or the police.

### **Policy and Procedure.**

- Policy, procedure and staff understanding to be reviewed annually.

- Regularly test and exercise plans with staff. **In testing scenarios it is advisable that departments and staff develop and test individual plans. In exercise scenarios for Lockdown or Escape it is advisable that schools do not carry out a full drill as this could potentially provide intelligence to those intent on hostile reconnaissance.**
- New and supply staff guidance / training to be made available.
- Staff must be alerted to the activation of the lockdown procedure plan by the recognised signal audible throughout the school;
- A coded message on audible communication systems is to be carried out. **There needs to be an early 999 call to the police preferably from a mobile so they can contact you back.** As appropriate, the school should establish communication with the Emergency Services as soon as possible;
- Pupils who are outside of the school buildings are to be brought inside as quickly as possible.
- Those inside the school should remain in their classrooms unless otherwise directed by staff or police.
- Where safe to do so all external doors and, as necessary windows will be locked (depending on the circumstances, internal classroom doors may also need to be locked).
- Once in lockdown mode, staff should notify the office/responsible staff immediately of any pupils not accounted for (**and if safe** instigate an immediate search for any missing).
- Staff should encourage the pupils to keep calm.
- Pembrokeshire County Council must be notified via the 'School Emergency' phone number; In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide assistance.
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system;
- Pupils will not be released to parents during a lockdown.
- Having had their message, each teacher must know exactly what is expected of them.

**If it is necessary to evacuate the building, a fire alarm can be sounded;**

It is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff. To achieve this, a lockdown review must be undertaken at least once a year. Pupils should also be aware of the plan. (Regular practices will increase their familiarity). Parents too should know that the school has a lockdown plan, and a copy should be placed on the school's website.

Display necessary lockdown information in every classroom alongside information relating to fire drills. **This information must not provide intelligence to those with hostile intent.**

## **Lockdown Arrangements**

### **Partial Lockdown**

**Alert to staff to communicate.** '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;
- (There is a planned means of communicating the alert to duty staff at break times)
- All staff and pupils remain in building and external doors and windows locked;
- Free movement may be permitted within the building dependent upon circumstances.

**All situations are different.** Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the school's Health & Safety provider/emergency services. This can 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 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.

### **Full Lockdown**

**Alert to staff:** 'Full lockdown'

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

### **Immediate action:**

- All pupils return to their classroom.
- External doors locked. Classroom doors locked (where a member of staff with key is present); Windows locked, blinds drawn, pupils sit quietly out of sight (eg under desk or around a corner);
- Registers taken - the office if possible will contact each class in turn for an attendance report;
- Staff and pupils remain in lock down until it has been lifted by a senior member of SLT staff / emergency services. **At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.**
- The staff and pupils will follow the **ESCAPE/HIDE/TELL** principles at all times.
- During the lockdown, staff must keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

### **Examples of discreet communication channels:**

- Where staff have access to an internal e-mail system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means eg laptop, smartphone or tablet;
- Groupcall - staff to be put into a defined user group. This to be used to communicate instructions via text message in an emergency.

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

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

In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help.

#### **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;
- **Not to contact the school.** Calling the school could tie up telephone lines that are needed for contacting emergency providers;
- **Not to come to the school.** They could interfere with emergency provider's access to the school and may even put themselves and others in danger;
- **To wait for the school / LA or Police to contact them** about when it is safe for them to come and collect their children, and where this will be from.

**The communication with the parent's part of the plan is designed to reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, it may also be prudent to reinforce the message**

**'..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.

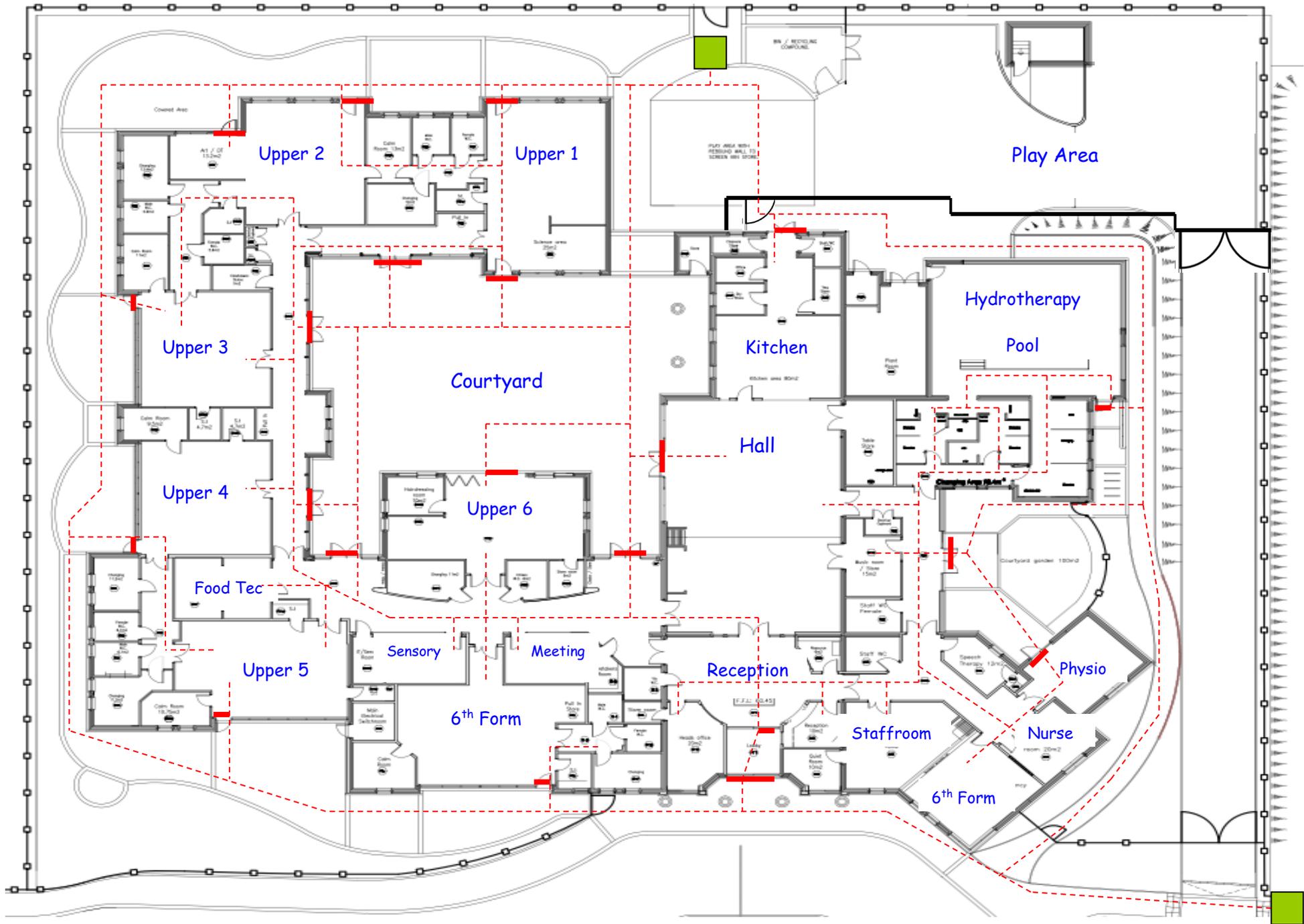
<https://www.gov.uk/government/organisations/national-counter-terrorism-security-office>

For further advice and guidance please visit the NaCTSO website:

[www.nactso.gov.uk](http://www.nactso.gov.uk)

( naCTSO( National Counter Terrorism Security Office )

# Annex A - Upper School



Fire Exit

Exit Route

