



Woodland Primary School Lockdown Procedure

Introduction

Parents and carers trust Woodland Primary School to keep their children safe but as seen on the news everywhere is at risk of being involved in an emergency situation. The Department for Education and Durham County Council have recommended that schools consider how they would deal with an emergency situation.

The advice from the Department of Education reminds us '*planning for emergencies can save lives. It can prevent an incident from getting worse, provide confidence to staff, governors, parents, carers and pupils and enhance your school's reputation as a safe place to learn and work. Plans which deal with the consequences of large scale also help staff to deal with the smaller (but nevertheless potentially distressing) incidents that schools can experience on a regular basis*'.

This is a document that every good school needs, every member of staff needs to understand and no-one ever wants to use.

What is a Lockdown?

The purpose of a lockdown is to prevent an intruder or other threat outside the school from causing harm to pupils and staff. Entrances to the school must be secured to prevent any threat entering and staff and pupils must find a suitable place to protect themselves.

We are all familiar with fire evacuation procedures where we are taught to leave the building as quietly and safely as possible but in a lockdown situation the opposite is true where we need to learn how to get in to the building as quickly and safely as possible and stay there until the threat is removed or in extreme circumstances to leave the building if an intruder gains access.

Risk of threat at Woodland Primary School

The school is a relatively small school all located on the ground floor. Entrance to the building is by the main entrance which can only be unlocked from the inside which make the building extremely secure. The outside play area is secure.

Reasons for Lockdown Procedure to be Initiated

- Someone who is out of control and threatens the safety of our pupils, staff and/or themselves.
- Someone who has a gun or weapon
- An intruder
- Hazardous chemicals outside the building
- An extreme weather related event.

Priority

1. Safeguard those on site
2. Alert emergency services
3. Inform local authority

4. Request parents/carers to stay away from the school to enable the emergency services easy access to the school – the Police will enforce this.

Raising the Alarm

- The lockdown should be initiated by the person who identifies or receives the information that a lockdown is required. There should be no hesitation.
- Determine a code word for initiation of a lockdown so that everyone knows it is authentic.
- All staff should receive training on the lockdown procedure.
- The method/tools for raising the alarm should be located at key areas throughout the building and outside area.
- SOP on the address of the school.

Safe Areas

- Safe areas throughout the building and grounds should be identified as part of the lockdown plan.
- Staff and pupils should stay away from windows and doors.
- Close blinds and turn off lights.
- Be aware of sight lines if there is a window in the classroom door.
- Take cover behind a solid object if possible.
- Remain absolutely quiet
- Staff to note attendance.
- Mobile phones to be kept on silent and only to be used to communicate with emergency services.

Toilets

- The closest member of staff to evacuate children from the toilets and get them to a safe area if possible.
- If a child is unable to leave the toilets they should climb on top of the toilet if possible.

Open Areas including outside

- Identify safe areas and 'good' hiding places.

Terminating a Lockdown

- Determine a code word for terminating a lockdown so that everyone knows it is authentic.
- If the Police are involved they will terminate the lockdown.

School Recovery

- The Governing Body will meet with the Headteacher and key staff for an emergency debriefing
- This procedure will be reviewed and updated as required.
- All contact with the media will be through the Headteacher and/or Governing Body.

Lockdown Drills

- It is important to have regular drill practice to ensure that all staff and pupils are confident in what to do.
- Parents and carers must be informed to ensure that they fully understand the reasons for the drills and are able to reassure their own children if required.
- Drills should be logged and reviewed annually to ensure that they are effective.

Completed by: Clare Carr February 2021