

Settle CE Primary and Kirkby-in-Malhamdale United VA  
Primary School

**Partial/Full Lockdown Policy**

**Responsible Persons - Richard Wright – EHT (Laura Thompson, Jill Elliott, Rachel Ogden- Settle Primary / Amanda Allen , Rachael Aldridge at Kirkby Malham)**

**Partial Lockdown**

This may be the result of a reported incident to the school or occurrence that is happening within the school premises or a civil disturbance in the local community, with the potential to pose a risk to staff and pupils in the school. It may also be a result of a warning being received from a recognised emergency service regarding the risk of air pollution, etc.

**Alert to staff:** Partial lockdown is the agreed word and understanding to begin the procedure. If staff cannot be contacted then a **single sound of an air horn** (from the playground ideally or out of a window) will be signalled and all classrooms/teachers will follow the procedure.

Immediate action:

- All outside activity to cease with immediate effect, pupils to return to the building in a swift and safe manner.
- All staff and pupils remain inside the building and all external doors and windows are locked until further notice. (nominated members of staff that are not directly supervising children are required to perform the task if appropriate to ensure the ongoing safeguarding of the pupils.
- Pupil/staff and visitor register will be taken.
- At the discretion of the responsible person, free movement within the building may be permitted dependent upon the known information or continued reporting of the incident.

Each situation is different and unique and presents differing ongoing challenges. Once the children/staff/volunteers etc are accounted for the responsible person (Executive Head or Senior Leader on duty for each school) will conduct an ongoing dynamic risk assessment basing their decision directly on advice received from the Emergency Services. All staff will be updated when applicable and a written log will be maintained throughout should it be required at a later stage. Partial Lockdown is a precautionary measure and should be recognised that it places the school in a state of readiness should the situation escalate.

During Partial Lockdown procedure staff will maintain agreed lines of communication and must not make unnecessary calls until further notice as this may delay the information sharing process to and from the responsible person.

In the event of air pollution all windows should be closed. If this is not possible then children and adults should be moved to another room.

The responsible person will remain in contact with the Emergency Services.

### **Full Lockdown**

This signifies an immediate threat to the school and may escalate from a partial lockdown or spontaneous incident.

**Alert to Staff:** Full lockdown is the agreed word that starts the procedure.

If communication cannot be done then an **air horn will sound three times at intervals to signify the Full Lockdown**, this is also the signal to start full lockdown. At Kirkby Malham this will be done from the playground/window so that anywhere in school can hear. At Settle Primary the sounding of the air horn will be at the best vantage points to ensure pupils and staff can hear in key stage one and two – and in the process checking that junior and infant doors are secure.

Immediate action:

- All external doors are to be locked immediately. Classroom doors locked. (Nominated members of staff that are not directly supervising children are required to perform the task if appropriate to ensure the ongoing safeguarding of the pupils).
- All windows are to be locked, and blinds drawn. Pupils encouraged to remain quiet and remain out of public glare, (e.g. under a desk or around a corner) until further notice.
- Pupil / staff and visitor register will be taken in a calm manner keeping all pupils quiet and focused awaiting further instruction.

Each situation is unique and presents differing on-going challenges. Once the pupils / staff and volunteers etc. are accounted for the responsible person will conduct an on-going dynamic risk assessment basing their decision making primarily on advice received from the Emergency Services. All staff will be updated when applicable, and a written evidence log will be maintained throughout should it be required at a later stage. The lock down procedure will remain in force until it has been established from a member of the Emergency Services that the incident has been successfully resolved and no further risk is posed to the welfare and safety of the pupils / staff etc. **At any time during the lockdown, if the fire alarm sounds an evacuation of the building is required.**

During the lockdown procedure, staff will maintain agreed open lines of communication and must not make unnecessary calls until further notice as this may delay the information sharing process to and from the responsible person.

Examples of using discreet communication methods should they be necessary to update the emergency services:

- Staff have access to an internal e-mail system that they can access to inform and await further instructions. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet.
- This could then lead to communicating instructions via text message in an emergency.

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

School Lockdown procedures, especially the arrangements for communicating to parents, should be routinely shared with parents / guardians either by newsletter or via the school's website. Should a Lockdown occur, it is advised that developments are communicated to parents / guardians as soon as is practicable and in some cases in agreement with the emergency services and the most senior member of NYCC staff overseeing the incident. Parents will naturally be concerned, anxious and all accurate information releases will assist to alleviate undue anxiety.

Parents / guardians should be given enough information to enable them to understand the potential outcome and when possible time frames so that they:

- Are reassured that the school / emergency services understands their concern for their child's welfare, and that everything possible is being completed to ensure their safety
- Parents / guardians must be made aware to refrain from directly calling the school's office. Calling the school will tie up telephone lines that will be required to be used by the responsible person and the emergency services.
- Parents / guardians must refrain from initially attending the school. This may interfere with the emergency provider's access / investigation and may put themselves and others in danger.
- Parent / guardians must wait patiently until a safe and satisfactory outcome has been achieved and agreed by all parties, where a designated safe area will be identified for the safe handing over of the pupils to their parents / guardians.

During the initial "breaking news" of the incident it is vital that all parents are reassured regarding the welfare and safety to their children is paramount and that the matter is being dealt with by the emergency services and NYCC jointly to resolve the matter as soon as possible with little impact to the pupils and the wider community.

However, it must also be stressed that at this time "the school is in a full lockdown procedure. During this period the switchboard and entrances will be

unmanned, external doors will be locked and no person is allowed in or out of the premises until further notice.

End of Lockdown will be directly signified at both schools via the Senior Leader on duty ( though this may also be done at Settle Primary **through the ringing of the school bell three times** ) .

### **Emergency Services**

It is vital that the communication lines remain open to the Emergency Services at all times, they are best placed to offer advice / assistance as a situation develops. A decision may be taken to cordon off the premises partially or as a whole by the Emergency Services. This will be dependent on the severity of the incident that has led to a Lockdown procedure taking effect. The emergency services will support the responsible person, NYCC in the decision making processes and the timing of communication to parents, the press etc. Should a prolonged lockdown incident occur, North Yorkshire County Council and its partners has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area and other predetermined facilities.

### **Post Lockdown**

Further assistance will be provided by North Yorkshire County Council and its partners in dealing with the effects of the incident to all persons involved

Reviewed and updated by Mr Richard Wright (November 2019)