

**BILLINGHAY CHURCH OF ENGLAND PRIMARY SCHOOL**  
**LOCKDOWN PROCEDURES**  
**February 2025**

Full Lockdown and Partial Lockdown procedures 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, students, parents or visitors.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students, staff and visitors. This may also include where there is a need to restrict the movement of students around the school environment.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud etc;
- A serious or emergency accident or incident requiring the emergency services at the school;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose;
- A swarm of bees or wasps;
- Dense fog where pollution could cause breathing difficulties;
- Wild animals on site e.g. foxes;
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and students in the school;
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to students, staff or parents;
- An intruder on the school site with the potential to pose a risk to staff and students; (please note this is extremely rare).

Lockdown signals.

- Full Lockdown. Conveyed through one long continuous ring on the school bell system for 10 seconds. The HT will ensure all staff are aware by going round the classes. In his absence it would be Mrs Smithson or Mrs McCaffrey as long as there is another adult to supervise their classes. Full Lockdown means that there is an immediate threat to the school.
- Partial Lockdown. Conveyed through 5 short rings on the school bell system. The HT will ensure all staff are aware by going round the classes. In his absence it would be Mrs Smithson or Mrs McCaffrey as long as there is another adult to supervise their classes. Partial Lockdown means that there could be a threat in the vicinity of the school.

Signal for the all-clear: Long and short rings on the school bell system for 10 seconds or verbal message from HT or Admin staff to all classes.

**Full Lockdown:**

- Students remain in their classrooms apart from those in Typhoon and Hurricane classes who go to the school hall. These 2 rooms are more vulnerable as they are at the front of school.

- Roll call to be completed for each class by class teacher or TA using Arbor. If there is no access to Arbor then use Fire Register by fire exit. If practicable, staff to notify admin staff by mobile/email/Arbor any children not accounted for.
- All external doors to be closed and locked. Staff are responsible for ensuring this is completed in their classrooms. The HT has a master key as has Mrs Clegg (it is in the top drawer of her desk). The master key will lock all external doors. The HT will ensure the external cloakroom doors by classrooms 4 and 5 and the one by classroom 2 are locked using the master key. Admin staff to ensure all external doors are closed inc fire exits from the hall, back and front doors (not locked as fire exits but closed). The staff room fire exit can be locked (key by the door) as it can still be opened in an emergency by the handle.
- If there is a power cut then the front door cannot be secured without locking it using a key. It is also a fire exit. In this instance a member of office staff would lock the door and keep the key in the door thus ensuring the school is secure from the outside inwards. This door would then only potentially be a fire exit for office staff. In the HT office the nearest fire exit is from the staff room.
- All internal doors to be closed.
- All windows to be closed, locked and all blinds /curtains to be drawn (completed by staff in each classroom). Children are positioned away from possible sightlines from external doors / windows.
- All lights to be turned off and children to remain quiet. Staff to support children in keeping calm and quiet.
- No adult or child is to leave a room for any reason.
- The POD. There will be a walkie talkie kept in the POD. In the event of a lockdown, office staff will use their walkie talkie to contact the staff member / adult in the POD. Action taken will depend on the situation and will be agreed between the parties on the walkie talkie based on what is known at the time. Example: is there is an intruder at the front of school or dangerous dog on site then the persons in the POD will stay there. If it is safe to do so they will move into school.
- Any staff/children/adults (volunteers/visitors etc) not in a classroom for any reason will proceed to the nearest occupied classroom / the hall and remain with that class.
- Office staff to go to HT's room and use the telephone in his office to make external calls. They will also need to take their own mobiles in case of the external line being down or busy. If office staff feel that the HT's room is vulnerable as it is located at the front of school then they are to go to the SENDCO's office taking the cordless phone along with their mobiles.
- If a class(es) are out on a school trip then admin staff are to phone the visit leader and warn them that school is in lockdown. They will be advised when it is safe to return to school.
- If the lockdown occurs at break or lunchtime, as long as safe to do so, teaching staff should return to their classroom (or hall if staff in Typhoon or Hurricane classes) to support their students. The outside bell will be rung and instructions given by the staff on duty. Students outside should return to their classroom or the hall if in Typhoon or Hurricane classes. MSA staff should go to a room as allocated by the Midday Controller.
- If staff are on PPA in the staff room they are to remain there.
- If pupils are accessing PE or are outside on the school site for another reason then all outside activity is to cease immediately, students and staff return to the building and their classrooms or the hall. They will be informed of the lockdown by Mr Allen or in his absence by Mrs Smithson or Mrs McCaffrey.

- Office Staff to inform Daisy Chain and the Children's Centre of procedures followed.
- School staff to communicate via mobile phones. Private mobile phones to be switched on and ready to receive or send text messages and instructions.
- Email via classroom laptops.
- School telephone line to be kept free.

#### Notes

- If someone is taken hostage then the school should seek to evacuate the rest of the site.
- All should move to the Children's Centre or St Michael's Church for safety if possible.

#### **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 students in the school. This would be where students needed to stay in inside school and not be outside on the school site. It may also be as a result of a major incident occurring in the school which it may not be appropriate for students to witness, for example a first aid emergency, or may be a warning received regarding the risk of air pollution, etc.

#### Immediate action:

- All external doors to be closed and locked (staff responsible for ensuring this is completed in their classrooms). Admin staff ensure all external doors are closed inc fire exits from the hall, back and front doors (not locked as fire exits but closed).
- All internal doors to be closed.
- All windows to be closed, locked and all blinds to be drawn (by staff in each classroom).
- All outside activity to cease immediately, students and staff return to building.
- Movement may be permitted within the school buildings dependent upon circumstances but this must be supervised by a member of staff.
- Office Staff to inform Daisy Chain and the Children's Centre of procedures followed.
- School staff to communicate via mobile phones. Private mobile phones to be switched on and ready to receive or send text messages and instructions.
- Email via classroom laptops.
- School telephone line to be kept free.
- If a class(es) are out on a school trip then admin staff are to phone the visit leader and warn them that school is in a partial lockdown. They will be advised when it is safe to return to school.
- Staff / children not in their usual room can return to their classroom.
- All situations are different, once all staff and students are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on the information available and advice given from the Emergency Services or other outside agencies. This can then be communicated to staff and students.
- '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 and need to revert to a full lockdown.
- During the lockdown, staff will keep agreed lines of communication open, via phones, mobiles and computer email, but will not make unnecessary calls to the central office as this could delay more important communication.

- Actions to be taken where possible to ensure that the incident does not re-occur.

#### Breakfast Club, After School Kids Club and After School Sports etc Clubs

- On becoming aware of a potential situation the designated person in charge of the clubs will raise the alarm by 4 short rings on the school bell system. The designated person will have a mobile with them at all times. They will use this to communicate to Mr Allen/Mrs Clegg/ Mrs Sedlan or senior staff. They will ensure all the children are taken to the Library, as it is a central area in school away from external doors and windows, and a register will be taken. If practicable, staff to notify admin staff by mobile/email/Arbor any children not accounted for.
- The After School Kids Club staff member supervising any pupils outside will ensure that the side gate between school and Daisy Chain is locked and will escort all children into the hall, ensuring the fire exit doors are shut and curtains are drawn, before taking all children to the Library.
- If there is an after school sports club etc outside then one member of staff either from After School Kids Club or school staff will raise the alarm with the person in charge of the club. All outside activity to cease immediately, students and supervising adults to return to the building by the nearest possible route. They will also head straight to the Library where a register will be taken.
- Mrs Clegg, along with Mrs Willows, will ensure that all windows and external doors are closed and locked and blinds / curtains are drawn on doors and windows. No fire exits are to be locked so pupils could not escape in an emergency. They are to be secure so no one can get in from the outside.
- All internal doors to be closed.
- All windows to be closed, locked and all blinds/ curtains in the hall to be drawn. Lights to be turned off.
- Pupils will stay in the Library and be quiet.
- Mr Allen is to be informed via a member of staff's mobile phone, keeping the school telephone line open. In his absence Mrs Smithson is to be informed. If it is deemed safe then Mr Allen would return to school and coordinate events. If not then he will coordinate events over the mobile with Mrs Clegg and / or the designated person in charge of After School Kids Club or clubs.

#### Communication between parents and the school:

- The School's lockdown procedures will be published on the school website.
- In the event of an actual full lockdown or partial lockdown, any incident or development will be communicated to parents (via Arbor) as soon as is practicable; 'Billinghay CE Primary School is in a full/partial lockdown situation. During this period the phones must not be used. External doors are locked and no one is allowed in or out.'
- If this happens at After School Club and there are no teaching / TA staff who have access to Arbor in the building, a list of contact details of children who regularly attend club are to be kept in the office.

During this period the phones, office and entrances will be un-manned, external doors locked.

Please wait for further instructions and information.'

- Parents will be given enough information about what will happen/is happening or has happened 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 their safety.
- Parents will be reassured that any measures needed to ensure the incident does not re-occur are put into place.
- Parents need to wait for the school to contact them about what happens next and when it is safe for them to collect their children, and where this will be from (if this is deemed necessary).
- Pupils will not be released to parents during a lockdown.
- Parents will be informed when the 'all clear' has been given.

#### Emergency Services

- It is important to keep lines of communication open with outside agencies and the 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, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area;
- 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 students should also be aware of the plan. Regular practices similar to Fire Evacuation Practices will increase their familiarity.

#### In the event of a power cut taking out phone lines

- A member of school staff will contact our Chair of Governors (Mr S Atkinson) or our Vice Chair (Mr Gates) via mobile to see if they are affected by the power cut. They could then use their phone line to communicate. Contact nos are in the Critical Incident Policy.

Next review: Dec 26

Any incidents requiring lockdown or partial lockdown are to be recorded on the sheet below.

Date                      Action Taken                      Reason for action taken                      Review

| Date | Action Taken | Reason for action taken | Review |
|------|--------------|-------------------------|--------|
|      |              |                         |        |