



Lockdown Procedure

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Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident that has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

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

- 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)
- 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
- The close proximity of a dangerous dog roaming loose

The school's lockdown plan is as follows:

Alarm	
Signal for lockdown	A continuous alarm will sound for 10 seconds before stopping.
Signal for all-clear	A continuous alarm will sound for 10 seconds before stopping.

Lockdown	
Rooms most suitable for lockdown	All classes to remain in own classrooms.
Entrance points (e.g. doors, windows) which should be secured	Internal doors External doors All windows Roller shutters down Blinds / Curtains closed
Communication arrangements	Classroom telephones / radios
Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Ref	Initial response - lockdown	Tick / sign / time
L1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety. Classroom teachers are responsible for their own class. Pupils to seek cover under their tables, or hide in a place that is hidden from windows.	
L2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
L3	Head of School and/or school admin team to dial 999. Dial once for each emergency service that you require.	
L4	Ensure people take action to increase protection from attack: Block access points (e.g. move furniture to obstruct doorways) Sit on the floor, under tables or against a wall Keep out of sight Draw curtains / blinds Turn off lights Turn off screens Stay away from windows and doors	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.	
L6	If possible, check for missing / injured pupils, staff and visitors.	
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

The National Counter Terrorism Security Office (NaCTSO) summarises the actions to consider in response to an incident. These are:

- **Run:** escape the incident safely and bring others with you
- **Hide:** when it isn't possible to escape safely, find cover
- **Tell:** call 999 and share information with the police
- Staff will be alerted to the activation of the plan through a continuous alarm sounding for 10 seconds
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If children remain outside they will hide in the Eco Garden or reading huts.
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked).

- Once in lockdown mode, the class teacher should complete a headcount and notify the office immediately of any pupils not accounted for via their classroom telephone or radio (please wait for the office to contact you directly to report your class status to avoid over speaking on the radio). Once you have confirmed your status with the office, please turn your radio to a low volume. If more than one member of staff is available in the classroom, one member of staff to search for missing pupil. Alternatively, radio for assistance from Head of School or Deputy Headteacher.
- Staff should encourage the pupils to keep calm.
- As appropriate, the Head of School or school office will establish communication with the Emergency Services, Steel River CEO, and notify Redcar and Cleveland Council.
- Parents will be notified as soon as it is practicable to do so via text messaging.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate.

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 term. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

Partial Lockdown

Alert to staff: '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.
- All staff and pupils remain in building and external doors and windows locked.
- Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the 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 classroom.
- External doors locked. Classroom doors blocked.
- Windows locked, blinds drawn, roller shutters down, pupils sit quietly out of sight.
- Register taken/head count-the office will contact each class in turn for an attendance report via mobile phone.
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
- At any point during the lockdown, the fire alarm may sound, and a verbal message given to evacuate the building.
- During the lockdown, staff will keep agreed lines of communication open, but will not make unnecessary calls to the central office, as this could delay more important communication.

Communication between parents and the school

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

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

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;
- Do not contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers;
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger; and
- Wait for the school to contact them about when it is safe for you to come get their children, and where this will be from

Parents will be told

'..the school is in a full lockdown situation. During this period, the telephone and entrances will be unmanned, 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 Head of School with regard to the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Redcar and Cleveland Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

Every care has been taken in the compilation of this policy and the information provided is correct at the time of publication.

Any policies that have been referred to in this policy are available on the school website (www.caedmonprimaryschool.co.uk) or are available upon request from the school office. Written information that is normally provided by the school can be provided in alternative forms

Lockdown Roles 2024-25

	Securing the Area	Pupil Organisation	Area
Nursery	The adult that is on 'oversee' or Lead TA role will put the shutter down once everyone is inside the classroom and will move the closest furniture in front of the doors and turn lights off as they move around the space.	All children will be led into the cloakroom by the lead adult in the classroom. Children will sit down and will be told to keep quiet and still. If children are outside they will be brought inside by the adult who will then sweep the outside area before coming in.	Cloakroom
Reception	The adult that is in the Lead Teacher role will put the shutter down once everyone is inside the classroom and will move the closest furniture in front of the doors and turn lights off as they move around the space.	All children will be led onto the carpet area by the lead adult in the classroom. The second adult will help to keep the children quiet. Children will sit down and will be told to keep quiet and still. If children are outside they will be brought inside by the adult who will then sweep the outside area before coming in.	Area outside toilets
Year 1	Miss Truscott Miss Bedford	Mrs Robinson Mrs Pitchers	Reading area Near small courtyard door
Year 2	Mrs Brede	Mrs Temple/Mrs Ward Mr Bridge	Kitchen area Reading area
Year 3	Mrs Moyes Miss Nimmo	Miss Warrior Miss Darby	Reading area Area against library wall/reading area
Year 4	Mrs Tyson - am Mrs Wilkinson	Mr Sellers	Reading area
Year 5	Mrs Glover	Mrs Anderton/Miss Hoskins	Reading / kitchen area
Year 6	Miss Sherris Mrs Tyson - pm	Mrs Hill Miss Goddard	Kitchen area Reading Area

		Annexe (if used)	Under windows or join the other Y6 classes
Main Hall			In front of kitchen hatch
Round hall			Between Reception class door and Y3 door – backs to the wall.
Year 5/6 spare classroom (Thrive room)	Mrs Moyes Miss Nimmo Mrs Brede	Miss Fellows	Comfy corner