

Sheltering (Lockdown) Procedures Eyton V.C. Church in Wales Primary School

Introduction

Sheltering procedures may be activated in response to any number of situations to safeguard the school community, but some of the more typical ones might be:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community;
- An intruder on the school site with the potential to pose a risk to pupils, staff and visitors;
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous animal roaming loose.

Sheltering Procedures

Sheltering (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 and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors.

If pupils are outside when the lockdown alarm is raised it may be more appropriate to take them to the nearest building that can be secured, or even tell them to hide or disperse if this will aid their safety.

- Staff are alerted to the activation of the plan by a recognised signal, which is audible throughout the school. This is three clear rings of the school bell.
- Pupils who are outside of the school buildings are brought inside as quickly as possible if it is safe to do so.
- Those inside the school should move calmly to the school hall.
- All external doors and, as necessary, windows are locked.
- Depending on the circumstances and where possible, internal corridor and classroom doors may also need to be locked.
- Once in lockdown mode staff should notify the administrative office immediately of any pupils not accounted for, and instigate an immediate search for any missing pupils.
- Staff should encourage pupils to keep calm.
- The school should establish communication with the Emergency Services as soon as possible where this is deemed appropriate.
- Wrexham County Borough Council and Governor Support should be notified on 01978 297551
- If necessary, parents should be notified as soon as it is practicable via the school's App and/or SeeSaw.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded.
- Staff should then await further instructions.

Sheltering / Lockdown Arrangements

Lockdown arrangements would be determined by the school on an individual basis as they will be dependent to a large extent on local circumstances.

1. Partial Lockdown

Alert to staff: "Partial lockdown"

This may be as a result of a reported incident or civil disturbance in the local community with the potential to pose a risk to pupils, staff and visitors in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate actions:

- All outside activity to cease immediately with pupils and staff returning indoors.
- All pupils and staff to remain indoors and external doors and windows to be locked.
- Free movement may be permitted within the building, dependent upon the circumstances.

All situations are different; once all pupils and staff are safely indoors, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff, who can inform pupils if they are old enough to understand. "Partial lockdown" should be seen as a precautionary measure which puts the school in a state of readiness should the situation escalate, whilst retaining a degree of normality.

In the event of an air pollution issue, air vents can be closed where this is possible, as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

2. 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 actions:

- All pupils and staff to move to the school hall.
- External doors locked.
- Where possible classroom and corridor doors locked, where a member of staff with the keys is present.
- Windows locked and blinds drawn.
- Pupils and staff sit quietly.
- Register taken – school admin will check with each teacher of each class in turn for an attendance report if this is possible.

Staff and pupils remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to senior management or the administrative office as this could delay more important communication.

Agreed methods of communication are:

- Verbal communication where possible from senior staff
- Message from the school app.
- Hwbmail to/from mailbox@watsdyke-pri.wrexham.sch.uk

Communication With Parents and Carers

School sheltering/lockdown procedures for communicating with parents, will be routinely shared with parents and carers at the beginning of each school year. In the event of an actual lockdown, any incident or development will be communicated to parents and carers as soon as is practicable.

Sufficient information about procedures will be provided for parents and carers about what will happen so that they:

- are reassured that the school understands their concern for their child's welfare, and it is doing everything possible to ensure their child's safety,
- do not need to contact the school as calling the school could 'tie up' telephone lines that are needed for contacting emergency service providers,
- do not come to the school as they could interfere with access by emergency service providers and may even put themselves and others in danger,
- wait for the school to contact them about when it is safe to come to collect their children, and where this will be from.

It may also be prudent to reinforce the message in the event of an incident "...the school is in a full lockdown situation. During this period the switchboard and entrances will not be staffed, external doors locked and nobody will be 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 dependent upon the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Wrexham County Borough Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for family members outside of the cordoned off area.

Lockdown / Emergency Situations when Away From School

In the event of a lockdown situation arising when a group is away from school, whether this be on a short visit, day trip or longer trip that involves a party staying away:

- risk assessments are carried out prior to visits;
- emergency meeting points are established in liaison with providers;
- school staff would ensure that children follow the advice of the Emergency Services.

In the event of no other safeguard, pupils could even be asked to disperse or hide if this will aid their safety.

Training, Monitoring & Review

Each year the school will hold a Sheltering Drill ensuring all staff are informed of procedures.

This plan will be monitored and a debrief will be discussed in a staff meeting after each drill (or in the event of an incident).

Emergency Sheltering / Lockdown Plan

School Emergency Response Team (SERT) to manage lockdown:

Mrs Fay Green (Headteacher)

Mrs Vanessa Roberts (Acting Deputy Headteacher)

Mrs Emma Davies (Foundation Phase Lead)
Mrs Katie Gibson (Key Stage 2 Lead)
Mrs Karen Harris (Business Manager)

In the unlikely absence of these five members of staff, the most senior teacher present will take the lead role.

Sheltering / Lockdown would be applied in the following circumstances:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community;
- An intruder on the school site with the potential to pose a risk to pupils / staff / visitors;
- A warning being received regarding a local risk of air pollution;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous animal roaming loose.

Sheltering / Lockdown Signal:

- Any staff member should report anything suspicious directly to the school office.
- The office will alert the most senior nominated person and the lockdown signal will be given. In partial lockdown this will be verbal; in full lock down this will be an alarm.
- Partial lockdown – all pupils to remain in class; windows to be closed and external doors to be locked. Registers to be taken in class, toilets to be checked and the office to be alerted verbally by support staff or via hwbmail to mailbox@watsdyke-pri.wrexham.sch.uk.
- Full lockdown – all pupils to school hall, toilets to be checked. Registers to be taken by each teacher (additional class lists housed in 'emergency bag'). If senior staff present in hall they should be alerted verbally of any absences or via hwbmail to mailbox@watsdyke-pri.wrexham.sch.uk.
- In the event that children are outside the building e.g. forest school, at play, the teachers/staff present would need to dynamically risk assess the situation and bring children back to the building if instructed that it is safe to do so, shelter safely in the area or ask children to disperse and hide if essential for safety.

Sharing Information

- School admin staff will alert the emergency services immediately, WCBC and inform parents as soon as practicable via the school App/and or Seesaw.