

TRULL CHURCH of ENGLAND VA PRIMARY SCHOOL



Full lockdown procedure

I have come that they may have life, and have it to the full. John 10:10

Trull CE VA Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Trull Church of England VA Primary School Full lockdown procedure

A full lockdown is necessary when pupils and staff need to be locked within buildings for their own safety, such as in situations where there is a hostile intruder, terrorist attack or other criminal activity.

Incident control officers and response team		
Role	Nominated person	Emergency contact number
Incident control officer	Headteacher	01823 333239
Deputy incident control officer	Deputy Headteacher	01823 333239
Communications officer	Business Manager	01823 333239

Signals	
Full lockdown signal	Emergency Phone call to all, with a whistle blown x3 times loudly. Forest school informed by mobile phone and PE notified to come in to the hall
All-clear signal	Phone call to all
Evacuation signal	Fire alarm will sound

Other arrangements		
Safe areas	Practical area, Class identified areas, school Hall	
Outdoor safe area	Forest School with exit gate	
Evacuation point	Front Playground or Church	
Pre-arranged alternative place of safety if required to leave the site	Venue name	All Saints Church
	Venue type	Church
	Point of contact	Headteacher and Community Centre
	Contact number	<u>01823 330812</u>
Useful information about the alternative place of safety	Church has x2 exits plus thick stone walls	
Communication arrangements	Mobile devices and Grab Bag will be with us	

Full lockdown procedure

Initial implementation

The school is made aware of the incident that requires the full lockdown procedure to be implemented.

If a situation warranting a full lockdown is brought to the attention of the school by an alert through the national Emergency Alerts system, the staff member(s) who received the alert informs the headteacher or a member of the incident response team.

The headteacher makes the decision to implement the full lockdown procedure.

The full lockdown signal is given.

The SLT uses the emergency phone signal to ensure all staff members are aware of the incident that has occurred and the type of lockdown procedure to be implemented, and that the lockdown is not a practice.

The site manager is contacted to ensure they are aware of the implementation of the full lockdown.

The headteacher contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.

Parents are informed **via email with confirmation** that a full lockdown is taking place.

Immediate action

All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building to the hall, unless it is unsafe to do so, and staff ensure all doors are securely locked.

If it is not safe for people outside to return indoors, they will be directed to a safe evacuation point.

The ventilation system in Ash Class is turned off to prevent the spread of contaminants, e.g. sarin.

Staff, pupils and visitors that remain outside during the lockdown hide in the designated outdoor safe area (Forest School) until the emergency services arrive.

Staff to escort pupils and visitors to the nearest safe area.

The headteacher and site manager check outdoor areas and ensure all pupils, staff and visitors are inside the school building.

When everyone is inside, all external doors and windows are locked, and blinds and/or curtains closed; doors and windows remain locked until the 'all-clear' signal is given or unless otherwise instructed by the headteacher or emergency services.

All internal doors to safe areas are locked or blocked and any windows on doors are covered.

Access points to safe areas are blocked off by moving furniture to obstruct doorways.

Lights in all safe areas are turned off.

Once the building and safe rooms are secure, one staff member per safe area conducts a register or headcount. Staff notify the headteacher if any pupils, members of staff or visitors are not accounted for via text message, and an immediate search is instigated by the headteacher, where appropriate and safe to do so.

During the full lockdown

Verbal communication is kept to essential communication. **All mobile phones are turned onto silent** and communication devices are not used if it would be unsafe to do so, e.g. if usage would lead to the safe area location being revealed.

Pupils, staff and visitors sit quietly, away from doors and windows, and out of sight, e.g. under a desk.

All staff, pupils and visitors remain in their safe area unless otherwise stated by the headteacher or emergency services.

All pupils, staff members and visitors are made aware of their nearest exit point in case a hostile intruder manages to gain access to a safe area.

If possible, the headteacher will check for missing or injured pupils, staff or visitors.

Pupils and visitors are kept calm during the lockdown.

No pupil is released to their parents during the lockdown.

An automated answer machine message informs callers that a full lockdown procedure is in place.

The headteacher keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident.

The headteacher sounds the evacuation signal (Fire Alarm) if it is necessary to evacuate the building.

The rest of the building is evacuated to the designated evacuation point, **The Church**, if someone is taken hostage on the school site.

The full lockdown only ends once the all-clear signal has been delivered.

Further action after the lockdown
Parents are informed of the incident via a letter/email.
The SLT reviews the full lockdown procedure for its effectiveness and make changes as necessary.