



**St Michael's**  
School

St. Michael's C of E (Endowed) Infant School

## **Dynamic Lockdown Procedure**

Last reviewed: April 2024

Review Date: April 2026

**Whilst it is an uncomfortable thought that any school would need to respond to such a critical incident, it is entirely appropriate that we develop well planned procedures and response that would be used in the event of this happening. In all areas we have considered appropriateness in our infant school context and made decisions that would prepare us but not cause any unnecessary anxiety to our children.**

The following information sets out the background to the procedure and the need for it, which was taken from the publication: <https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>

### **What is dynamic lockdown?**

Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of). Whilst it is recognised that due to their nature some sites may not be able to physically achieve lockdown.

### **Why develop dynamic lockdown?**

If preventing an attack has not been possible, the ability to frustrate and delay the attacker(s) during the course of the attack and reduce the number of potential casualties can be greatly increased through dynamic lockdown. Advance planning of what needs to be done to lockdown a site and recognising the need for flexibility in those plans will save lives.

- STAY SAFE principles capture the actions that people should take in the event of a firearms or weapons attack. It contains the main messages of RUN > HIDE > TELL

More information can be found at: <https://www.protectuk.police.uk/advice-and-guidance/security/stay-safe-weapons-and-firearms-attack>

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 animal

### **The school's lockdown plan is as follows:**

There are 2 types of lockdown, full and partial.

## **1. Partial Lockdown**

### **Alert to staff: 'Partial lockdown'**

In a partial lockdown our staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however teaching and work can continue as usual. 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. (This will be communicated to staff in outside areas using walkie-talkies or if that is not possible verbally.)
- All staff and pupils should remain in building and external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Staff should await further instructions.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. Emergency Services will advise as to the best course of action in respect of the prevailing threat. They will then inform the **Area Schools Support Team**.

A 'partial lockdown' may also be a precautionary measure, but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

## 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. The aim of a full lockdown is for the school and its rooms to appear empty.

### Immediate action

- All pupils/staff to stay in their classroom or move to the nearest classroom.
- Office staff should remain in their office.
- External doors locked. Classroom doors locked (where a member of staff with key is present).
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in).
- Pupils/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls).
- Lights, smartboards and computer monitors turned off.
- Mobile phones turned off (or at the least turned onto silent so they cannot give away your position).
- If possible a register to be taken of all pupils/staff in each classroom/space (see map with red dots to show spaces to hide – L signifies a space can also be locked)
- Staff should await further instructions.

Parents will be notified as soon as it is practicable via Parentmail and the website (only when appropriate via guidance from Emergency Services)

### **Pupils will not be released to parents during a lockdown.**

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 will be undertaken at least once a year with adults only as we feel it would cause undue stress to our infant children.

Once the incident has been assessed as safe all classrooms will be either visited by a senior member of staff or given a clear step down instruction on the walkie-talkie system, this will be verbal from senior staff member on walk around or on the walkie-talkie system , **'Lockdown Drill – All clear'**. This will mean that the situation is under control and the class can resume activities as normal. Obviously the nature and seriousness of the incident will determine how much stress and anxiety has been caused to adults and children and this should be taken into account when determining the next steps following the all clear. If appropriate counselling will be provided to adults and children.

**Communication between parents and the school in the event of an actual lockdown.**

Any incident or development will be communicated to parents as soon as is practicable.

### **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 Headteacher with regarding the timing of communication to parents.

Further advice and guidance can be found on the publication:

<https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>

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 which is a cue to evacuate the building.

During the lockdown, staff will keep agreed lines of communication open (walkie-talkies) but not make unnecessary calls to the central office as this could delay more important communication.

### **Nominated staff Lockdown Managers:**

Nicola Cleather (Federation Headteacher)

Judith Moore (Senior Teacher)

Becci Chapman (Senior Teacher)

Lucy Bullard (Office)

Nonetheless, many schools have found it helpful to incorporate the following basic principles in their plans:

In the event a school is in lockdown and the fire alarm sounds, the school should contact the emergency services as in a normal fire alarm activation. A nominated member of staff who has a means of remote communication (e.g. a walkie talkie) should go to the fire alarm panel to establish what zone has been activated. Once the zone has been identified, the alarm should be silenced and another person sent to the area to investigate. They will need to approach with caution as there may be a fire or an intruder may have activated the alarm. If a fire is discovered this information should be communicated back to the person at the fire alarm panel, who should resound the alarm, update the emergency services and evacuate the school.

Due to the fast moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively. Staff should have clear roles and responsibilities and it is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

Staff's understanding should be regularly checked with regular training refreshers. A lockdown drill should be undertaken at least once a year and thoroughly debriefed to monitor the effectiveness of your arrangements. Parents too should know that the school has a lockdown plan and that it will be regularly tested. However, it is not advisable to share the school's full lockdown plan.

It would also be good practice to:

1. Conduct a number of table top exercises with the senior leadership team to test the procedures against various scenarios.
2. Rehearse lockdown arrangements with all staff and pupils.
3. Display lockdown drill information in every classroom alongside information relating to fire drills.

## Communication between parents and the school

Arrangements for communicating with parents in the event of a lockdown, should be routinely shared either via newsletter or the school website.

In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

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 need to contact the school. Calling the school could tie up telephone lines that are required for contacting emergency support providers.
- Do not come to the school. They could interfere with emergency support provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe to collect their children, and where this will be from.
- Are aware of what will happen if the lockdown continues beyond school hours.

The 'communication with parents' section of the school lockdown plan needs to reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, it may also be prudent to reinforce the message that **'the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody is allowed in or out...'**

Should parents present at the school during a lockdown under no circumstances should members of staff leave the building to communicate directly with them.

## 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 Headteacher with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. A reception centre for friends and family could be set-up outside of the cordoned area.

## Useful contact numbers

### South East Surrey (Mole Valley, Reigate & Banstead, Tandridge)

Ann Butters, Area Schools Officer – 01737 737960 / 07976 924186 / [ann.butters@surreycc.gov.uk](mailto:ann.butters@surreycc.gov.uk)

Debbie Gooch, Area Schools Assistant – 01737 737961 / [deborah.gooch@surreycc.gov.uk](mailto:deborah.gooch@surreycc.gov.uk)

Sue Roch, Area Education Officer – 01737 737959 / [sue.roch@surreycc.gov.uk](mailto:sue.roch@surreycc.gov.uk)

Educational Psychology team – 01737 737777

**SCC Strategic Risk Management Team** 0208 541 7569

**Emergency “Out of Hours” Duty Management Officer** 07831 473039

**Employee Assistance Service** 0800 731 8631

(Free and confidential support to staff members and their families)