



KALEIDOSCOPE
Multi-AcademyTrust

LOCKDOWN PROCEDURES FOR CHRIST CHURCH PRIMARY SCHOOL

Introduction

This document is based on the NaCTSO (National Counter Terrorism Security Office) Guidance Note 1/2015 - Developing Dynamic Lockdown Procedures and should be read in conjunction with our School Emergency Plan.

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).

Planning should include;

- How to achieve effective full or partial lockdown
- How to let people know what's happening
- Training your staff
- **STAY SAFE** principles (**RUN > HIDE > TELL**)

“Stay Safe” is a short film capturing the actions that people should take in the event of a firearms or weapons attack. It contains the main messages of RUN > HIDE > TELL. <https://www.gov.uk/government/publications/stay-safe-film>

The following are guidelines for adults only when faced with an aggressive threat:

RUN:

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

HIDE:

- If you cannot RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they may be able to see you



- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone and turn off vibrate
- Lock / barricade yourself in
- Move away from the door

TELL:

Call 999 - What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so

Detailed Lockdown Procedure for **Christ Church Primary School**

This Procedure is based on the NaCTSO (National Counter Terrorism Security Office) Guidance Note 1/2015 - Developing Dynamic Lockdown Procedures and should be read in conjunction with the School Emergency Plan. It covers the sort of threats that the school may potentially be subjected to e.g. aggressive or violent intruder, dangerous animals, chemical or environmental incident. However, where the school is subject to an aggressive terrorist incident (e.g. armed attackers) and it is not safe to initiate any or part of this plan the basic stay safe principals of the Run>Hide>Tell must be followed.

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 the site (or part of).



Part One: Lockdown procedure: Planning	
Procedures	Points to consider/notes
<p>1. Names of Staff who will perform specific duties;</p> <p>Executive Lockdown Leader: Back up ELL: Lockdown Leaders: Back up LL:</p> <p>Control Room (CTR) Location: Alternative CTR:</p>	<p>Kerry James (HT) Rachael Clarke (DHT) Mr Rogers, Mrs Samantha Ramsay, Class teachers</p> <p>Administrator's office HT office</p>
<p>2. Circumstances that the school will call a lockdown e.g.</p> <ul style="list-style-type: none"> • Aggressive/violent intruder • Dangerous animals • Environmental hazard • Other threat as identified by the ELL 	<p>Intruders are defined as people entering the school premises without permission.</p> <p>Threats cover pupils, staff and parents as well as other visitors.</p> <p>A lockdown should be initiated when a situation arises that requires the isolation (rather than evacuation) of staff and pupils from an identified threat. [Evacuation may be required as part of the Stay Safe procedure however].</p> <ul style="list-style-type: none"> • Threats on site could include, but not be limited to; aggressive or violent intruder/parent/pupil; siege/hostage incident, dangerous animals, armed incident, terrorist incident, chemical or environmental incident. • A lockdown should involve the whole school, (including all pupils and use of all school grounds). • However STAY SAFE principles must take precedence (Run>Hide>Tell) if there nature of the threat is such that the school lockdown procedure cannot be implemented e.g. aggressive terrorist attack
<p>3. External agencies that will or may need to be contacted:</p>	<ul style="list-style-type: none"> • Police/Emergency Services tel. 999 • Location - Where are the suspects? Direction - Where did you last see the suspects? Descriptions – Describe the attacker, numbers, features, clothing, weapons etc. Further information – Casualties, type of injury, building information, entrances, exits, hostages etc. • NSC (office hours) EMU tel. 01934 426706/70 • NSC (out of hours) CCTV room tel.



	<p>01934 622669</p> <ul style="list-style-type: none"> • Environment Agency tel. 0800 80 70 60
<p>4. Method of communication to be used in the event of a lockdown</p>	<p>Calls will be made to rooms that have an internal phone: EYFS classroom, SEN office, kitchen.</p> <p>The school bell will be sounded by 5 separate rings.</p> <p>5 Whistle blows will be used on the playground.</p> <p>Y6 hut– walkie Talkie</p>
<p>5.Lockdown alert signal will be given in the following way:</p> <p>All clear signal will be given in the following way:</p>	<p>If everyone is inside:</p> <ul style="list-style-type: none"> - 5 clear rings of the school bell - Phone calls to rooms with internal phones - Y6... walkie talkie <p>If adults / children / parents are on the playground, then (Where safe to do so) Lockdown leader will enter the playground and blow a whistle 5 times to alert all staff.</p> <p>A CLEAR SIGNAL to all staff will be a 5 rings of the school bell or 5 blasts of a whistle blown by the Lockdown Leader.</p>
<p>6. Movement plan for pupils and staff to follow if they are not in a class room:</p> <p>E.g. pupils/staff to make their way to their classroom or their nearest secure building and lock the doors.</p>	<p>Secure Site: The outside perimeter gates will be kept shut during the school day and access controlled via the video intercom with the school office. N.B. the KS2 playground gate is opened 8.35 – 8.55 and 3.00 – 3.30 approx.</p> <p>Secure Buildings: Staff will secure doors as follows:</p> <ul style="list-style-type: none"> • Office main front door – by Thumb turn lock(Office/HT/DHT) • Hall – sliding bolts top and bottom (Office/HT/DHT) • Y3 corridor – turn knob (Year 3/Learning mentor) • Y4 / 5 outside door – by key (hanging up ... (Year 4/5) • Y6 hut – by key (hanging up) (Year 6) • EYFS corridor outside door by kitchen – turn knob (EYFS)



- EYFS classroom door – turn knob (x2) (EYFS)
- Y1 / SEN outside door – Key hanging (Year 1)
- Kitchen – turn knobs (Kitchen STAFF)
- Nurture Hub – if doors open (Nurture Hub staff)

Note: the following doors are to be locked if safe to do so, but are not a secondary priority as they are not accessible from the main playgrounds

- Disabled toilet outside door – turn knob
- Y1 door to alley by PE store – turn knob
- Y2 door to outside by PE store – turn knob

Internal doors will not be locked to allow further movement (e.g. to another classroom) if safe to do so.

Move pupils / staff (when already inside):

If safe to do so:

- Y6 pupils to leave the hut and go to the Hall
- EYFS pupils to go into Year 1
- pupils to move from windows. Blinds to be drawn where possible
- Nurture Hub children to be moved into kitchen area and then into Year 1 if safe to do so – if the YR1 outside door has been locked)

Move pupils / staff (when outside):

Pupils and staff make their way to the nearest secure zone:

- anyone on the KS2 playground to go into the Hall by the nearest entrance or into the Y3 corridor via the garden, then to their classroom (Y6 to remain in the hall or to another classroom as directed - hall)
- anyone on the KS1 playground to go into the KS1 building by the nearest entrance, then to the Y1 (EYFS/Y1) or Y2 classrooms (Y2)
- anyone using the pupil toilets to return to their classroom
- adults in the admin building to return to their classrooms / hall - Y6

At the beginning / end of the school day:

- Pupils / parents / staff to enter into the school building via the nearest entrance and to go to their child's classroom (Y6 to hall; EYFS to Y1) – unless "Stay Safe" principles



	<p>apply</p> <ul style="list-style-type: none"> •
7. How will register be taken and communicated to the CTR?	<p>Registration would be taken by the class teacher and passed onto the CTR using the live register document found in THE T-DRIVE / lockdown file / Lockdown list</p> <p>If registration is not possible then consider trying email or mobile phone contact to the office.</p>
8. LL to check designated areas of the school.	<p>Y6 – LL to check - Mr Rogers (or cover teacher) Y5 – LL to check - Mr Hiscox (or cover teacher) Y4 – LL to check - Mrs Rogers/ Mrs Palmer (Fri only) or cover teacher Y3 – LL to check - Mrs Clarke/Mrs Coomber (or cover teacher) Y2 – LL to check - Mrs Donna Sommers-Burrows (or cover teacher) Y1 – LL to check - Miss Forster(or cover teacher) EYFS2 – LL to check - Miss Bryant/Mrs Foxen/Mrs Leru (or cover teacher) Office – LL to check office areas and visitors Support staff - in Activity area/library area to check.</p> <p>Note: - Class teachers to check visitors (e.g. readers, PE specialists) and ask them to join with class - other contractors to report to the nearest classroom</p>
9. Training - Lockdown procedures will be practised at least twice per year and drills recorded in the Fire Risk Folder	<p>Organised at the beginning and mid-year by ELL. Different scenarios and different positions to be tested to assess the plans in place. All training must be recorded. Procedures must be practiced by the whole school. ALL STAFF must be part of the lockdown drills and procedures.</p>
10. Consultation	<p>Share the draft Lockdown plan with all staff and Governors to ensure no discrepancies or things that have been overlooked</p>
Part two: Lockdown Procedure: Roles	
1. ELL / CTR (Control Room):	<ul style="list-style-type: none"> • Sound alert signal by: <ol style="list-style-type: none"> 5 rings on school bell if pupils in class 5 blasts from a whistle if pupils on playground or at start / end of the day • Contact Emergency services/external agencies



	<ul style="list-style-type: none"> • Gather information from LL and liaise with all staff • Take records – Use template in Appendix for all recording. • Initiate all clear at the end of the emergency • Lead the debrief with all parties and any communications
2. LL role:	<ul style="list-style-type: none"> • Bring pupils safely into the designated classroom • Lock the outside doors as soon as possible to secure pupils • Secure designated area - windows are to be closed using latches and blinds drawn where possible. When keys are used in outside doors, leave key in the door to assist with escape in case of emergency. • Begin roll call process as soon as possible when classes are settled inside – no later than approx. 15 minutes after lockdown was initiated • Gather information and inform CTR • Search for missing children if required • Undertake dynamic RA at all times and not move about school if not safe to do so
3. Non LL Staff must:	<ul style="list-style-type: none"> • Support LL and help to escort pupils to a lockdown area • Support LL in taking the register • Support LL in communicating with CTR any missing pupils or additional pupils • Check doors and windows in immediate vicinity are secure • Keep pupils calm and quiet • Where appropriate (due to nature of the threat) sit on floor away from windows • Keep mobile phones on silent • Only come out of their designated secure area when told to do so by the ELL
Part Three: Lockdown Procedure: Debrief & Review	
1. Debrief for staff/pupils to be taken by ELL as soon as possible after the incident.	Check to see if all staff are in a position to debrief Carry out debrief with LLs as soon as possible and record findings / further actions
2. Parents to be informed via a meeting and /or letter as soon as practical after incident.	For incidents other than a drill: Use letter in Appendix B outlining the nature of the incident. Further information to be provided on website, Etc. All social media contact to be consulted with LL an



	<p>then with a Media and communications officer before any communications are released: No one is allowed to contact anyone until told it is appropriate to do so by the ELL.</p> <p>E.g. NSC Media & Communications Officer tel. 01934 634996 (press.office@n-somerset.gov.uk)</p>
<p>3. Incident report to be completed by ELL</p>	<p>Reporting mechanism for incidents other than a drill: E.g. NSC H&S Incident & Accident form. Where appropriate the police case/report number and the name of the police liaison worked should be obtained and put on the NSC incident form.</p> <p>Report to social services if applicable when family members involved.</p> <p>Report to local police if applicable</p>
<p>Lockdown Procedure written by: Kerry James Date: 20.9.23</p>	<p>Reviewed by: SLT / class teachers Date:</p> <p>Reviewed by: LGB Date:</p>
<p>Reviewed by Kerry James Date: 20.9.25</p>	



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Appendix A

EXERCISE - a simulation to validate an emergency plan, rehearse key staff or test systems and procedures

Live exercise – a process of validating an emergency plan by physically acting out the response to a simulated emergency (e.g. a fire drill evacuation would be a small scale live exercise).

Table top exercise – a process of validating an emergency plan by making decisions based on a simulated emergency, but not physically acting out the response.

Exercise Date	Exercise Title	Brief details of Exercise	Aspects of plan tested	Lessons learned & actions to be taken forward	Participants



APPENDIX B – Sample Letter to Parents

Dear Parent

Re: Incident (specify incident e.g. coach crash, explosion) on *date at location*

This is to inform you that, following the [incident] affecting pupils from this school, the school will remain closed for a number of days. The earliest date on which it will reopen will be [date].

Information on the position at school and when it will reopen will be posted on the schools and North Somerset Council's website XXXXX. Alternatively please telephone the Councils Children and Young People's Department or Contact Centre on XXXXXX or XXXXXXXX.

Please do not telephone or drive to the school. Telephone lines and access roads need to be kept clear for essential personnel.

We recommend that pupils stay close to home during this difficult time.

Yours sincerely,

Headteacher



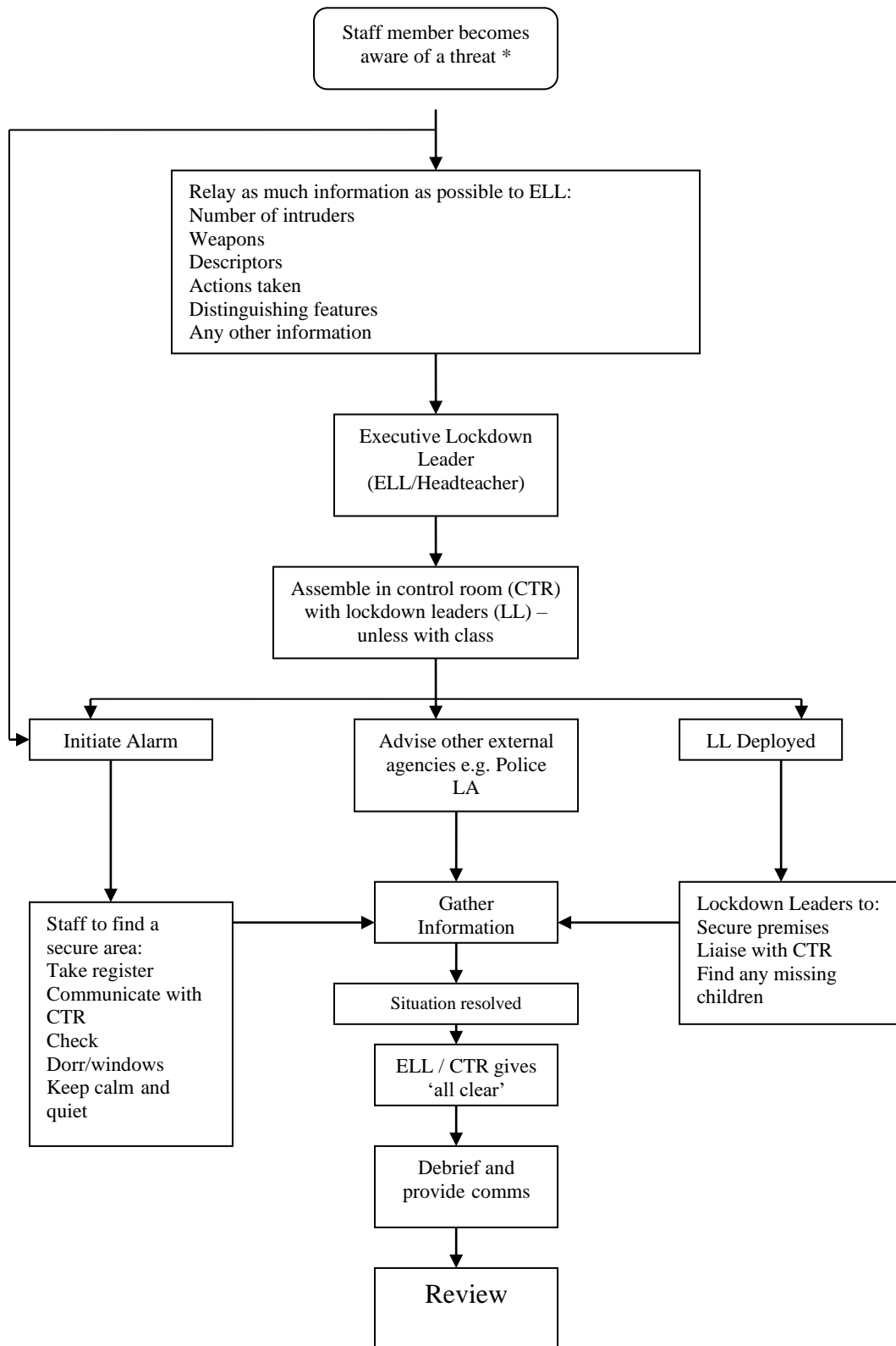
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Appendix C

OTHER TRAINING

Training Date	Training Title	Areas covered	Attendees

Fig 1. SCHOOL LOCKDOWN PROCEDURE



* In the case of an aggressive threat, adults are to follow the principles of RUN – HIDE - TELL