



Lockdown Procedures

Introduction

Lockdown procedures enable a school to close down and protect itself and those within it from an identified and urgent risk very quickly, such as the following:

- An intruder on the school's site or nearby
- A local incident, such as a civil disturbance or risk of air pollution
- A fire adjacent to the school
- A dangerous dog or another animal which is nearby
- A firearms or weapons attack.

This list illustrates some of the more typical causes for a school to lockdown.

Lockdown is the ability to restrict access quickly, prevent staff and pupils from moving towards danger, or frustrate or delay the identified risk from entering the school.

Procedure

- A full-time member of staff has been designated as the school's 'lockdown manager' with a discrete set of agreed responsibilities
- Staff are alerted to the activation of a lockdown plan by a recognised alarm that's audible throughout the school
- Alarm points are located by each exit and should be activated by the member of staff who perceives a risk. The alarm is linked to Atlas Fire & Security's central station. The central station will immediately notify Copeland Security who will send a patrol to school and will contact the police. This should only be activated in an emergency where the police should be contacted. For non-urgent support the school staff will call Copeland directly 0800 955 4414.
- The Lockdown call points are tested each holiday. Atlas Alarms should be notified before testing begins, 0151 666 2400. The call points will be put on test and the signalling checked.
- Communication methods during lockdown between members of SLT are by mobile phone, who will inform other staff via internal phones.
- Bring pupils from outside the school into safe parts of the school as quickly as possible
- Those inside the school should remain in their classrooms. Year 2 staff and pupils move to year 1 classrooms once doors are locked.
- SLT, Admin and caretaker will lock all external doors and windows where appropriate
- Draw blinds, cover internal door windows if possible and switch off classroom equipment
- Switch all mobile phones to 'silent,' so as not to give positions away
- Alert a member of senior staff by mobile phone to identify pupils who are not accounted for using orange card lists
- Staff should keep the pupils occupied and calm
- Emergency services should be contacted as quickly as possible by the member of staff who raised the alarm if possible and by senior staff to update them even though the Copeland Security will have already made contact with them

- Once a lockdown is underway, staff may continually risk assess the cause of the lockdown (with support from the emergency services); the movement of pupils should only be undertaken with the approval of the emergency services
- The employing body (e.g. local authority, academy trust or diocese) should also be notified at the earliest opportunity
- A lockdown will remain in place until it has been lifted by a member of the school's senior leadership team or by the emergency services
- A fire alarm will trump the lockdown, and it will be the cue to evacuate the school
- Lockdown procedures will be supported with staff training refreshers (e.g on an INSET day).
- Children will be made aware of the sound of the alarm. Teachers will sensitively discuss situations where we may need to come into school and stay inside. They will practice this with the children. Children will be warned about any practices in order to prevent distress.

Parents

Parents are made aware that school has a lockdown procedure and are given enough information, so they are reassured the school understands their concerns for their children's welfare and is doing everything possible to ensure their children's safety. Parents will also be informed by parent app and text message not to contact the school. Contacting the school will block the school's telephone lines when they are needed to communicate with the outside world. Pupils will not be released to parents during a lockdown. A Duty Mobilisation Office (DMO) will attend school, set up an evacuation area and an area for parents. Finally, parents are advised to wait for the school to contact them by parent app message and text about when it is safe to collect their children and where this will be from; parents will also be made aware of what will happen if the lockdown continues beyond school hours.

Staff

It is critical that all staff are familiar with the school's lockdown procedures and a lockdown drill is practised with staff at agreed intervals.

Communication

The school's lockdown procedure is published and made available on the school's website. Lockdown drill information is also displayed in each classroom alongside the school's fire evacuation procedures.

Support for staff and pupils

In the event of a prolonged or particularly challenging lockdown, emergency services, local authorities and voluntary sector organisations will typically work together to coordinate practical and emotional support for those affected by the lockdown events.

In the event of a firearms or weapons attack the following information is advice from the National Counter Terrorism Security Office:

[https://merseyparkwirralschuk.sharepoint.com/sites/AdminDrive/Shared%20Documents/General/Admin%20-%20Deleting%20in%20Jan/Office/POLICIES%20&%20PROCEDURES/2024-2025/Protective security and preparedness for education settings guidance%20\(1\).pdf](https://merseyparkwirralschuk.sharepoint.com/sites/AdminDrive/Shared%20Documents/General/Admin%20-%20Deleting%20in%20Jan/Office/POLICIES%20&%20PROCEDURES/2024-2025/Protective%20security%20and%20preparedness%20for%20education%20settings%20guidance%20(1).pdf)