

## **Statement of Intent - Lucton School Lockdown Policy – for general publication**

### **Rationale**

It is advised that all schools should have effective lockdown procedures and that they are regularly practised and reviewed. This statement of intent is intended to highlight that Lucton School has a lockdown procedure, in order to assist with the Critical Incident Policy. It will confirm the outline tenets of the procedure, but will not include any of the plans. These will be held by a limited number of personnel, in order that Lucton School's procedure for a lockdown does not fall into the wrong hands. A lockdown may relate directly to the safety of the school community or may involve an incident beyond the school premises.

The Lockdown Policy cannot cover every aspect of what may cause a lockdown. Occurrences may arise which cannot be foreseen or considered. The lockdown may occur during the school day, during the evening, during the school holidays or on a school trip (domestic or foreign).

It is important that the incident policy is easily understood and swings into action immediately. The following must be remembered in relation to the incident policy:

- a. The plan is followed as closely as possible
- b. That designated personnel understand their tasks and are competent to carry them out
- c. Other people do not take unilateral actions – unless failure to do so would endanger life
- d. Consideration and sensitivity is shown by all
- e. Pupils, staff and parents are protected from press intrusion
- f. Normal routines be resumed as soon as possible

The Critical Incident Management Team (CIMT) has responsibility for ensuring that procedures are properly addressed at times of high emotion. CIMT are also to ensure they can implement the lockdown plan efficiently and effectively with enough fluidity to re-plan as the situation dictates.

### **General**

Lucton School has considered the need for robust and tested school lockdown procedures. Our 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, pupils and visitors in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors. Lucton School has identified key areas most suitable for lockdown situations and which entrances need to be locked. Any confusion as to where staff and pupils will assemble could lead them to make themselves more vulnerable to an intruder. 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.

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

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

It is impossible to prescribe generic details of a Lucton School's lockdown plan as there are a number of variables that will dictate exactly how the School responds to the situation identified, for example:

- a. Access to school bell controls to raise an alarm in an emergency.
- b. Other means of internal communications - messenger, two-way radios, mobile phone, internal email, texts, etc.
- c. School site plan including the layout of buildings and their proximity to one another.
- d. Age of students.
- e. Any disabilities of the students involved.
- f. Location within the School

Nonetheless, Lucton School will incorporate the following basic principles in their plans:

- a. Staff will be alerted to the activation of the plan by a recognised signal, which should be audible throughout the school.
- b. Pupils who are outside of the school buildings are brought inside as quickly as possible.
- c. Those inside the school should remain in their classrooms.
- d. All external doors and, as necessary, windows are locked.
- e. Depending on the circumstances, internal 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.

From the outset tensions and emotions will invariably be high. Staff should encourage pupils to keep calm and reassure them when necessary. Staff may also need reassuring and should when possible take turns in looking after the students and each other, in order to reduce fatigue and stress.

Lucton School will establish communication with the Emergency Services as soon as possible where this is deemed appropriate.

## Conclusion

No policy or plan could cover every eventuality that may cause a lockdown situation but, if the matter is given prior planning and thought, everyone will be as prepared as possible should a lockdown situation ever arise. The more preparation that has taken place the greater chance is that there will be less panic, enabling staff to protect Lucton School students in their care to the best of their ability.