



**BROADWATER**  
CHURCH OF ENGLAND  
PRIMARY SCHOOL

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# Lockdown Policy 2021-2022

This policy is derived from the WSCC model policy June 2017  
This policy should be read in conjunction with the School's Emergency Plan

## **Turn your ear to wisdom and apply your heart to understanding (Proverbs 2:2)**

Broadwater is a Christian School. We will enable children to become wise, confident, successful learners with the motivation, skills and responsibility to make a positive difference in God's world. Our vision is underpinned by the values we live by.

*The Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things! Galatians 5:22*

It is this fruit that, in partnership with parents, we will instil in the children of our school.

# Lockdown Policy 2021-2022

Ref: Head Teacher and Deputy include any person designated to Act in those roles.

## **Introduction**

'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 and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors.

'Lockdown' procedures may be activated in response to any number of situations, which may include:

- 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.) or chemical, biological or radiological contaminants;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog/animal roaming loose.

## **'Lockdown' Alert**

The nominated Lockdown Manager at the school is the Head Teacher (Natasha Simpson) or other designated members of the leadership team (Anna Corless, Gaynor Carrigan). They will initiate, manage and conclude the 'lockdown'. They will also communicate with the emergency services. The role and responsibilities of the Lockdown Manager are recorded in Appendix I.

**All staff must be aware that they need to be alert to potential risks in the school and act upon them.**

Headteacher to contact the Director of Education/ West Sussex Head of Communications.  
Headteacher to contact the Chair of Governors.

The fire alarm will not be used to alert staff of the need to 'lockdown' to avoid potential confusion. If the fire alarm sounds during a 'lockdown' it is to be ignored unless smoke or flames are directly visible and pose an immediate threat to your location.

## **Lockdown Arrangements**

### **3.1 Partial Lockdown**

**Staff will be alerted by a long drawn out whistle repeated at regular intervals or by word of mouth initiated by the leadership team using the term 'code amber'.**

In a partial 'lockdown' staff and pupils must remain in the school building and all doors leading outside must be locked. No one can be allowed to enter or leave the building; however, teaching and work should continue as usual if practicable to do so. 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, but whereby that risk is not immediate. It may also be as a result of a warning being received regarding the risk of air pollution, etc. especially any warning from the emergency services.

## **Immediate action**

- All outside activity to cease, pupils and staff return to the building. In the first instance this should be to the nearest classroom.
- All staff and pupils remain in the building and all external doors and windows to be locked shut. Those doors with crash bars do not need to be locked as access cannot be gained from the outside.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of air pollution, chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems must be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – your aim is to minimise possible ingress of pollutants.
- Staff should await further instructions.
- The internal intercom system may be used.
- Staff, on hearing the code amber signal, will lock all external doors in their area and close all windows.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on any advice received from the Emergency Services.

Communication during a 'partial lockdown' will be via the school's email system, internal phone system or direct communication from the Lockdown Manager.

A 'partial lockdown' may also be used as a precautionary measure; putting the school into a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Staff and pupils remain in 'lockdown' until it has been lifted by the Lockdown Manager or senior member of the emergency services.

### **3.2 Full 'Lockdown'**

**Staff will be alerted by a rapid series of whistles repeated at regular intervals or by word of mouth initiated by the leadership team that a 'full lockdown' has been instigated using the term 'code red'.**

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. The Lockdown Manager (or designated members of the Leadership team) will check the toilets whilst communicating the Lockdown signal.

#### **Immediate action – Code Red**

- All pupils/staff to stay in their classroom or move to the nearest classroom;
- Office staff should remain in their office;
- All outside activity to cease, pupils and staff return to the building.
- External doors locked. Classroom doors locked (where a member of staff with a key is present) or barricaded. Office windows secured;

- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in);
- Pupils and staff to sit quietly out of sight and where possible in a location that would protect them from gunfire, bullets can go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls;
- Lights, smartboards and computer monitors turned off;
- Pupil's mobile phones to be turned off, staff mobiles to be set to silent with no vibrate;
- A paper register to be taken of all pupils and staff in each classroom/office;
- Communicate register of staff and pupils to the Lock down manager if there are individuals missing.
- Staff should await further instructions.

During the 'lockdown', staff will keep agreed lines of communication open but not make unnecessary calls as this could delay more important communication. Staff are not to use the school's email system or internal phone lines as these may not be secure. **STAFF OWN MOBILE PHONES** where possible.

Staff and pupils remain in 'lockdown' until it has been lifted by the Lockdown Manager or senior member of the emergency services.

### Procedures:

Follow the **CLOSE** procedure:

**C**lose all windows and doors

**L**ock up

**O**ut of sight and minimise movement

**S**tay silent and avoid drawing attention

**E**ndure. Be aware you may be in lock down for some time

### 3.3 Emergency Evacuation

**Staff will be alerted in the following ways:**

1. The lockdown manager (or other designated members of the leadership team) will alert staff with the code '**Emergency Evacuation**'. **This may be whole school or parts of the school depending on the location of the risk.**
2. The lockdown manager may alert staff via the internal speaker system with the code '**Emergency Evacuation**'.

This signifies an immediate threat to the school and may be an escalation of a partial/full 'lockdown'.

The staff will lead children to exit the site and proceed to Offington Park Methodist Church as part of our emergency evacuation plan. On leaving the classroom the teacher will take the emergency 'Grab Bag'. This will be instigated by the leadership team by word of mouth using the term '**Emergency Evacuation**'. If an alternative site is required this will be communicated as necessary by the Lockdown Manager.

### **Unsafe Areas (if applicable)**

It is difficult to determine whether any areas of the school would be deemed as unsafe. Staff should obey the instructions of the Lockdown Manager or senior member of the emergency

services and be ready to relocate should the need arise. Large open spaces such as the Hall and Studio should be vacated and all personnel should avoid going to the toilets.

### **Communication with Parents/ Carers, West Sussex and Chair of Governors of incident.**

The 'lockdown' manager will inform parents and carers that the school is in lockdown (partial and full) via the school's internet communication system (Teachers 2 Parents), the below template may be used:

'The school is in a lockdown situation. During this period phones will not be answered; all doors are locked and nobody can enter or leave the site. We are working to ensure the safety of all our children. DO NOT come to the school until the incident has been resolved. We will keep you informed as best we can.'

During a 'lockdown' no members of the public will be allowed into the school and parents/carers will be told not to travel to the school.

All staff, pupils and visitors to the school will not be allowed to leave the school until the lockdown has been declared over. Parents and carers must not try to contact the school during the 'lockdown'. Parents will be informed when it is all clear.

Pupils will not be dismissed to parents or carers until the incident has been declared over by the Lockdown Manager or senior member of the emergency services. If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

## **Appendix I –Roles and Responsibilities**

### **Lockdown Manager**

The nominated Lockdown Manager at the school is the Headteacher (Natasha Simpson) or other designated members of the leadership team (Anna Corless, Gaynor Carrigan). They will initiate, manage and conclude the 'lockdown'. They will also communicate with the emergency services.

The role and responsibilities of the Lockdown Manager are outlined below:

- Alert all staff and pupils of the need to 'lockdown' the school.
- For partial lockdown, staff will be alerted by a long drawn out whistle repeated at regular intervals or by word of mouth initiated by the leadership team and the use of the phrase 'code amber'. For full lockdown staff will be alerted by a rapid series of whistles repeated at regular intervals or by word of mouth using the phrase 'code red', initiated by the leadership team that a 'full lockdown' has been instigated.
- Inform emergency services immediately.
- Inform parents/carers via the Teacher 2 Parents school information system.
- Ensure communication networks with all key staff are established. This will be via the wider leadership team (personal mobile phones).
- **Inform West Sussex of incident.**
- **Inform Chair of Governor of incident.**

### **Classroom Based Staff**

- Lock all external doors and windows in your teaching area.
- If full lockdown, secure all internal doors – lock or barricade.
- Close and secure all windows.
- Close all curtains or blinds.
- Ensure pupils are in a safe place in the classroom i.e. sheltered by a substantial wall away from doors and windows.
- Ensure you have a means to communicate with the lockdown manager (personal mobile phone).
- Turn off IT boards etc.

### **Office Based and Site Staff**

- Ensure all entrances are locked and secured.
- Close and secure all windows.

In full lockdown turn off all IT equipment.

### **All other staff**

- Midday meals staff to support children returning to classrooms and then support classroom-based staff.
- Kitchen staff to vacate the kitchen (turning everything off) and move to the Wrap Around Care room for safety and await further instructions.

## **Appendix 2 – Sample letter to parents/carers**

Dear Parents and Carers,

### **Re: Lockdown Procedure**

Our primary aim as a school is the safety and wellbeing of our pupils, to support us in achieving this we have many policies in place, including how we would respond to a potential incident either in the community or directly affecting the school.

One of these policies is our 'Lockdown' procedure, the aim of this policy is to support our staff in safeguarding our pupils from a variety of potential hazards that may arise, these include:

1. A reported incident, disturbance in the local community;
2. An intruder on the site;
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.);
4. A major fire in the vicinity of the school;
5. The close proximity of a dangerous dog/animal.

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

In the event of an emergency that requires the school to be in partial lock down or full locked down the following actions may be taken, please note this is not an exhaustive list and is being provided as a summary only, exact actions will be dependent on the incident:

- Emergency services will be notified;
- Staff will ensure all pupils are inside the school buildings and lock any outside doors and close any windows that may be open;
- If pupils are outside, staff will bring them back into their classrooms;
- A register will be taken and any pupil not present will be notified to senior staff who will arrange a search for the missing pupil;
- Designated staff/wardens and office staff will ensure all external doors are secured and closed;
- A message will be sent to parents and carers via our normal systems to advise of the emergency;
- Pupils will not be released from the school until the all clear is given;
- **Parents/Carers MUST NOT try to contact the school or come to the school until the all clear has been given. This can both block essential routes of communications and access as well as hamper the emergency services.**

In the unlikely event that we have to put this process into action we need to ensure that parents are aware of the arrangements, as outlined above.

During the year, partial lockdown will be practised. This allows for staff to practise the procedure and children will be unaware that a partial lockdown is taking place.