



The Orchard Vision: *Inspiring Success*
Values: *Determination, Courage, Respect*

The Orchard Lockdown Procedures Policy 2021

Lockdown procedures at The Orchard School will be followed 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. Our aim is to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. 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) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

Schools should consider having two types of lockdown; 'partial' and 'full'.

1. Partial Lockdown

Alert to staff: 'Partial lockdown' (Orange cards)

In a partial lockdown 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

- Alert shown to staff outside – 'Partial lockdown' – orange cards
- All outside activity to cease immediately, pupils and staff return to building.
- All staff and pupils 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.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – your aim to minimise possible ingress of pollutants.
- 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. The Emergency Co-ordinator, Head Teacher or Assistant Headteacher or School Business Manager will contact 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.

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

2. Full Lockdown

Alert to staff: 'Full lockdown' Alert will be pulsated fire alarm and 'Full lockdown' red cards.

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 stay in their classroom or move to the nearest classroom.
- Office staff should remain in their office.
- External doors locked. Classroom doors locked where possible).
- 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)/under tables
- Lights, smartboards turned off.
- Staff laptop computer used for TEAMS emergency messages- volume turned to 0
- A register to be taken of all pupils/staff in each classroom/office.
- Communicate register of staff/pupils to a pre-agreed central office.
- Staff should await further instructions via emergency Microsoft Teams communication

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 (emergency Microsoft teams) but not make unnecessary calls to the central office as this could delay more important communication.

Reminders

Many schools have found it helpful to incorporate the following basic principles in their plans:

- A member of staff is nominated as lockdown manager (plus deputies in their absence): Emergency Co-ordinator – Headteacher/Assistant Headteacher/School Business Manager - to initiate, manage and conclude the lockdown. They will also communicate with emergency services. Their roles and responsibilities are documented.
- Staff are alerted to the activation of the plan by a recognised signal, audible throughout the school: The use of the fire alarm (will be in a pulsating manner) should be avoided to reduce the incorrect response to an incident.
- Pupils/staff who are outside of the school buildings should be brought inside as quickly as possible.
- Those inside the school should remain in their classrooms or proceed directly to the nearest classroom if in the hall or corridors or toilets.

- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked or blocked).
- Blinds/curtains drawn and windows on internal doors covered.
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for and any additional pupils/staff in their classroom via the agreed communication channel.
- Staff should encourage the pupils to keep calm.
- As appropriate, the school should establish communication with the Emergency Services as soon as possible.
- Surrey County Council should be notified via the AEO/ASO or if unavailable the SCC Emergency Management Duty Officer.
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system.
- Pupils must not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm should sound.
- Ensure procedures are in place for members of staff who do not have a regular office or classroom- they should go to the nearest classroom
- Ensure visitors/volunteers/peripatetic staff go to the nearest classroom or office.
- The official end to a lockdown situation will be communicated through a senior member of staff in person so that there is no confusion
- Specific arrangements should be made for pupils/staff with different needs (i.e. hearing/visual impairment or mobility needs).
- Areas in the school that cannot be effectively locked down are toilets, hall and playground.

In the event that the 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. Microsoft Teams/whatsapp/mobile phone) 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.

Staff's understanding should be regularly checked with regular training refreshers. A lockdown drill will 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.

We will also:

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 .
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 will be shared via newsletter.

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.
- See parent communication sheets in appendix

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

North East Surrey (Elmbridge, Epsom and Ewell, Spelthorne)

Caroline Marden, Area Schools Officer – 01372 833412/07811 179395/ caroline.marden@surreycc.gov.uk

Mariette Masters, Area Schools Assistant – 01372 833412/ mariette.masters@surreycc.gov.uk

Kerry Randle, Area Education Officer – 01372 833410/ kerry.randle@surreycc.gov.uk

Educational Psychology team – 01372 833588

SCC Strategic Risk Management Team

0208 541 7569

Emergency "Out of Hours" Duty Management Officer

07831 473039

Babcock 4S

0800 073 4444

Employee Assistance Service

0800 731 8631

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

Appendix A – Overview Sheet for Staff

The Orchard School

Emergency Procedures

Fire Alarm

In the event of the fire alarm sounding please leave the school buildings by the nearest fire escape route and assemble on the far side of the playground.

'Shelter in Buildings' Alarm

In the event of an orange 'partial lockdown' card being shown, stay indoors, in the room/classroom that you are in. If you are outside when this bell sounds, make your way to the nearest classroom or hall. Continue with normal activities.

In the event of a red 'Full lockdown' card being shown and the fire alarm being pulsated, stay in classrooms, await e-mail instructions.

Switch lights off, draw blinds, go under tables, lock doors where possible.

A Microsoft Teams will be sent to 'All teaching staff' giving instructions as to what to do – please ensure this is checked but on silent). If you are with children it is important to:

- remain calm
- reassure them
- remind them to follow your instructions

Parent Communication Sheet

Letter 1

Dear Parent/carer,

The school has followed the partial/full lockdown procedure today in order to practice this in case there was ever an emergency/as a result of

There is no need to be concerned as the staff have explained this was a practice to know how to be safe/to keep them safe and everything is all back to normal now.

Yours sincerely,

C. Rusby

(Liaise with Emergency co-ordinator and Emergency services before sending this letter2)

Letter 2

Dear Parent/carer,

The school is in a full lockdown. During this time there will be no-one answering telephones or e-mails. External doors will be locked and no-one will be allowed in or out of the building.

The emergency services are aware and dealing with this situation. All the children are accounted for and being kept safe in the building.

Please await further communication.

Yours sincerely,

C. Rusby