



# **Lockdown Procedures** **Wincle CE Primary School**

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Wincle CE Primary School  
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Headteacher: Mrs S Smith  
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## Version control

Date updated:	Brief summary of changes:
June 2023	Change of method used to signal a lockdown.

## Our school's vision:

*Wincle School creates an enriching and outstanding rural education, nurturing the whole individual: body, mind and soul, inspiring rounded, happy, courageous children who exhibit a passion for learning, a confident faith, a loving concern for community and an inclusive respect for all.*

We encourage our pupils to 'Shine like Stars' (Philippians 2:15) and to do this run with the following acronym:

<b>S</b>	<b>Service</b>	<p>★ No act of kindness, no matter how small, is ever wasted." Aesop</p> <p>★ We would like our pupils to have the confidence to know that they can make a difference: have hope for the future.</p> <p>★ We encourage our pupils to challenge injustice and inequality</p>
<b>T</b>	<b>Theology</b>	<p>★ Our principles are founded on the truth that we are loved by the Father, Saved by the Son and Sanctified by the Holy Spirit.</p> <p>★ We want to ignite passion and curiosity for learning, providing an exciting curriculum to inspire all learners to be the best they can be.</p>
<b>A</b>	<b>Attitude</b>	<p>★ We encourage our pupils to show integrity</p> <p>★ We would like our pupils to have the courage to fight for what is important</p> <p>★ When things are challenging, we would like our pupils to display perseverance and not give up.</p> <p>★ Learn from yesterday, live for today, hope for tomorrow" Albert Einstein</p>
<b>R</b>	<b>Relationships</b>	<p>★ We nurture the whole individual: body, mind and soul</p> <p>★ We encourage the pupils to respect every living creature and show compassion.</p> <p>★ We would like our children to treat other people as they would like to be treated following Jesus' example.</p> <p>We are all unique</p> <p>We help all children build trusting relationships</p> <p>★ Clothe yourselves with compassion, kindness, humility, gentleness and patience.' (Colossians 3:12)</p>
<b>S</b>	<b>Shine like stars</b>	<p>★ "I am the Light of the world; he who follows Me will not walk in the darkness, but will have the Light of life." (John 8:12)</p> <p>★ We would like our pupils to shine in their behaviour, attitudes, relationships and learning.</p>

## Lockdown Procedures

The NaCTSO (National Counter Terrorism Security Office) advise that all schools should consider the need for robust and tested school lockdown procedures ("Lockdown"). Lockdown procedures are 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 students in the school.

It is important to note that within the context of the following Lockdown procedures, staff should apply their own professional judgement at all times, with the physical safety of both themselves and pupils of paramount importance.

The principle method of communication in the event of Lockdown will be electronic i.e. email or the school's website.

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 students and staff in the school);
- An intruder on the school site (with the potential to pose a risk to students and staff);

- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc.);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous animal roaming loose.

### **AIM**

The aim of this Procedure is as follows:-

To ensure the safety of all pupils, staff and other visitors to the school in the event of a threat.

### **Resources in place to monitor safety outside of school**

The gate to the school is electric and entry cannot be gained unless let in by a member of staff in the school office or Preschool. There is a call button so visitors must make themselves know to the school staff and will not be let in if they are unknown or unexpected. CCTV is in place around the front of school and there are four cameras monitoring the outside. School office staff can see these cameras at all times from the office.

### **Lockdown Procedure**

#### **Overview:**

1. Staff will be alerted to the activation of the lockdown procedure by an internal phone call from either the head or admin team. The admin team/head will also blow short, sharp whistles repeatedly. When a member of staff hears the signal, they will begin lockdown procedures and continue the signal.
2. Those inside the school should remain in their classrooms.
3. Students and staff who are outside of the school buildings should make their way inside as quickly as possible.
4. All external and internal doors and windows should be shut. All external doors will be locked.

#### **Immediate Action**

##### **Lesson Time –**

Pupils and Teachers are to remain in their classrooms- the details of any pupil (s) who has left the classroom should be communicated to the school office by the internal phone.

All outside activity to cease immediately and all pupils and staff should return to building:-

In the case of PE Lessons, all pupils and teachers involved in the PE lesson should return to the classrooms.

In the case of all other lessons, all pupils and teachers involved with the lesson should return to their base classroom where safe to do so. If not safe to do so, then the nearest available classroom or office should be used.

All teachers who are not teaching during this time should make their way to the nearest room or office from which they can make phone contact.

##### **Break/Lunch Time -**

Teaching and support staff should ensure that pupils move calmly and quickly around the building should Lockdown be activated during break or lunch.

Pupils should go to their usual classroom where a register will be taken. Any information on missing pupils to be communicated to the head.

Once in lockdown mode

Staff should -

- Encourage pupils to keep calm
- Ensure that pupils' mobile phones are switched off and not utilised where appropriate
- Ensure that pupils' do not utilise IT equipment.
- Ensure that all classroom and office doors are locked.
- Ensure that all windows are closed and blinds drawn.
- All staff and pupils should remain quiet and out of sight.
- In the event of an air pollution issue, air vents should be closed (where possible) as an additional precaution- should the Emergency Services have advised Lockdown, they will advise as to the best course of action in respect of the prevailing threat.
- Staff should await further instructions.
- For the safety of pupils, staff and parents, students will not be released to parents during a lockdown

As all situations are different, once all staff and pupils are safely inside their respective classrooms, offices etc, the head will conduct an ongoing and dynamic risk assessment. The outcome from this will be then be communicated to staff by phone who should then communicate the instructions to pupils.

Staff and pupils remain in lockdown until it has been lifted by a senior member of staff / emergency services. This will be communicated by the head over the phone. At any point during the lockdown, the fire alarm may sound at which point the building should be evacuated using normal evacuation procedures...

#### Parental Communication

In the event of a lockdown, any incident or development will be communicated to parents as soon as is appropriate and practicable. The following message will be placed on the school's website:-

'..the school is in lockdown. Therefore the telephones will not be answered and parents/carers/visitors cannot be given access to the school. Information will be updated, via the Website, as soon as is appropriate and practicable....'

Parents will be given sufficient information about what will happen so that they:

- \* are reassured that the school understands their concern for their child's well-being, 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 needed for contacting emergency providers;
- \* do not come to the school; they could interfere with the Emergency Services access.
- \* wait for further advice and guidance.