

# The Federation of Boskenwyn & Germoe Schools and Nysgerrig Kindergarten



## LOCKDOWN POLICY

Policy aim:

Lockdown procedures should be seen as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of children and adults in the setting.

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

1. A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)
2. An intruder onsite (with the potential to pose a risk to children and adults in the setting)
3. A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc)
4. A major fire in the vicinity of the setting
5. The close proximity of a dangerous animal
6. Pandemic

### 1) Partial lockdown

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to children and staff in the setting. It may also be as a result of a warning being received regarding the risk of air pollution, etc. In a partial lockdown staff and children should remain in the building and all doors leading outside should be locked. **No-one should be allowed to enter or leave the building;** however the setting can continue as usual.

#### What usually happens during partial lockdown?

- All outside activity to cease immediately, children and staff return to building. (There needs to be a means of communicating the alert to staff “**partial sausages**”). All staff and children should remain in the building and external doors and windows should be 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.
- Seal up all the cracks around doors and any vents into the room – aim to minimise possible access points of pollutants

### 2) Full lockdown

This signifies an immediate threat to the setting and may be an escalation of a partial lockdown

#### Immediate action:

- All children and staff should return to/stay in the building
- External doors should be locked
- Internal doors might be locked (where a member of staff with a key is present)
- Lock windows, draw blinds and curtains, cover internal door windows (so an intruder cannot see in

- Staff and children to sit quietly out of sight and where possible in a location that would protect them from harm such as gunfire (bullets go through glass, brick, wood and metal). Consider locations behind substantial brickwork or heavy reinforced walls.
- Turn off lights, computer monitors
- Turn mobile phones onto silent so they cannot give away your position
- A register should be taken and headcount completed of all staff and children at the setting
- Children should not be released to parents during a lockdown and staff should not leave the premises unless instructed to do so

### **Federation Procedure for full lockdown**

#### **PARENTS SHOULD NOT:**

- **CONTACT THE SETTING DURING LOCKDOWN AS THIS COULD BLOCK TELEPHONE LINES THAT ARE NEEDED FOR CONTACTING EMERGENCY SERVICES**
- **SHOULD NOT COME TO THE SETTING DURING LOCKDOWN AS THIS MAY PLACE THEMSELVES AND OTHERS IN DANGER, THEY SHOULD INSTEAD WAIT FOR THE SETTING TO CONTACT THEM ABOUT WHEN IT IS SAFE FOR THEM TO COME AND COLLECT THEIR CHILD**

#### **STAFF NOTE:**

- All staff have been told to be vigilant if they see something when outside which is likely to cause harm.
- If children are outside, Staff member on duty to alert by using the usual method of alerting them to come inside then proceed calmly to nearest entrance, main building being preferential. Count the children as they come inside, checking the total with the register. Once all are safely inside, lock the doors and move away from doors and windows. Staff member to inform secretary using codeword **“sausages”** who will inform police by dialing 999. All other buildings to be contacted via mobile phone using codeword **“sausages”** which means they must lock doors and not move from classroom until all clear signal given, codeword **“clear”**. If a child is missing, each class should be contacted, staff members should not go outside to look for them. Remaining staff sit with the children to help keep as calm and quiet as possible. Police will have been informed by this point and it will be their duty to find any missing person.
- **TURN LIGHTS OFF AND KEEP THE GROUP AS QUIET AS POSSIBLE**
- Secretary to instant message/email parents and tell them school is in lockdown and not to come to school but to wait for us to tell them all is clear.
- Follow instructions given by police
- If a group are on an outing when the incident occurs, a staff member to telephone them to tell them NOT to return to the school until the all clear has been given. If it is safe to do, the group should stay where they are e.g. in the library/museum. If they are on their way back, to stop and go back to the other school in our federation. The staff on the outing to ring the police for advice. On being told to do so by police, the staff would contact the parents and notify them of the incident. If safe to do so, we would suggest to parents to collect their children from the other school in the federation. If not, we would remain there until it was safe to leave and return to school.
- Remain in the classrooms until told otherwise by the authorities, supporting the children and each other, for as long as necessary

To reduce the risk of someone entering the building to cause harm, procedures include:

- Key pad entry system
- Locked gates from 9am to 3pm
- The front door is locked after these busy time and parents ring the bell for entry
- All building doors are locked when the children are inside
- Car park gate is closed (Germoe)
- We have a password (early years only) and ask for a description of anyone collecting a child who we haven't seen before
- Parents told to inform us if anyone other than themselves are collecting/dropping off
- Outside lights so we can see when it gets dark

#### **After lockdown has taken place:**

A letter to parents will be sent home as soon as possible following any serious incident to inform parents of context of lockdown.

Following the need for lockdown, the leadership team will create a full record of the event. Policies and

procedures will be reviewed as soon as possible to identify any areas for potential development.  
A notification of significant incident will be made to Ofsted within 14 days (preferably as soon as possible after the incident).

Policy reviewed: May 2024, to be reviewed May 2026

Signed : Executive Headteacher, Paula Blackburn

Chair of Governors: Russ Monhemius