



Hartington C of E Primary School

“Caring & sharing as part of God’s family”

“Loving our neighbour as we love ourselves” - Luke 10:27

Partial lockdown procedure

Signed by:

_____ Head teacher

Date: _____

_____ Chair of governors

Date _____

Review Date:- July 2021

Introduction

Schools are not required by law to have lockdown procedures in place; however, schools should seriously consider developing plans that are practised so that they can be implemented should a situation where lockdown is necessary arise.

In some cases, a full lockdown of the school premises would not be necessary and a partial lockdown would be more appropriate, e.g. where there has been an incident that has the potential to pose a risk to the school but there is no immediate threat.

Partial lockdown is a precautionary measure, which aims to keep pupils and staff safe whilst retaining a degree of normality, and puts the school in a state of readiness, should a full lockdown need to be implemented.

This template outlines the procedure that schools could follow when initiating a partial lockdown of the school site; however, schools should cater this procedure to their specific needs.

Partial lockdown procedure

Management and control	
Responsibility	Nominated person
Initial contact with the emergency services	<u>Head teacher</u>
Liaison with parents	<u>Office staff</u>
Pupil control	<u>Teachers</u>
Signals	
Partial lockdown signal	<u>Two sharp blasts of the fire bell</u>
All-clear signal	<u>Four sharp blasts of the fire bell</u>
Evacuation signal	<u>Continuous ring of the fire bell</u>
Other arrangements	
'Safe areas'	<u>Corridor from classroom 1, top end of class 2</u>
Communication arrangements	<u>Mobile phones</u> <u>Instant messaging/email</u>
Partial lockdown procedure	
Initial implementation	✓
The school is made aware of an incident that requires partial lockdown procedure to be implemented. Types of incidents that warrant partial lockdown include, but are not limited to, the following: <ul style="list-style-type: none"> • A local risk of air pollution • A civil disturbance in the local community with the potential to pose a risk to the school 	
The <u>head teacher</u> makes the decision to implement the partial lockdown procedure.	
A partial lockdown signal is given.	

Staff use mobile phones to ensure all staff members are aware of the incident that has occurred and of the type of lockdown procedure to be implemented.	
The site manager is contacted to ensure they are aware of the implementation of the partial lockdown.	
The head teacher contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.	
Immediate action	✓
All outdoor activity is ceased immediately; pupils, staff and visitors to return inside the school building and staff to ensure doors are secure.	
Head teacher and site manager check outdoor areas and ensure all staff, pupils and visitors are inside the school building.	
All external doors and windows are locked and remain locked until the 'all-clear' signal is given, or unless otherwise instructed by the head teacher or emergency services.	
Head teacher and site manager check all external doors and windows are locked.	
If the incident or potential threat involves an explosion, all windows blinds or curtains are closed.	
In the event of an air pollution issue, the site manager closes all air vents.	
Pupils return to their classrooms or other assembly points.	
Classroom teachers conduct a register or headcount. Staff notify the headteacher immediately if any pupils, members of staff or visitors are not accounted for via mobile phone , and an immediate search is instigated where appropriate.	
All staff, pupils and visitors remain in the school building – free movement is permitted, unless otherwise stated by the head teacher or emergency services.	
Pupils and visitors are kept calm during the lockdown.	
Pupils are not released to their parents during the lockdown until the all-clear signal has been given.	
Office staff answer telephone calls from parents and inform them pupils will not be released while the lockdown is in place.	
The head teacher keeps in contact with the relevant emergency services to assess the best course of action in respect of the threat or incident.	
If it is necessary to evacuate the building, the evacuation signal is sounded.	
Further action after the lockdown	✓
Parents are fully informed of the incident via letter.	
SLT review the partial lockdown procedure for its effectiveness and make changes as necessary.	