

SOUTH DARLEY C.E.  
PRIMARY SCHOOL



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# SOUTH DARLEY C of E PRIMARY SCHOOL

## LOCKDOWN PROCEDURES – INFORMATION FOR PARENTS

<b>Person/Committee responsible for reviewing/updating this plan</b>	Headteacher
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## **Introduction**

Thankfully situations where South Darley CE Primary School needs to operate a lockdown are extremely rare.

Lockdown procedures should be seen as a sensible response to any external or internal incident which could prove a threat to the safety of the pupils/young people and staff at the school.

Similar to a fire drill, they are an emergency procedure which it is hoped will never be used in earnest. As with a fire drill, the lockdown procedures will be practiced appropriately so that all staff know how to react and their roles should it ever have to be activated.

This guidance has been produced to allow parents of South Darley CE Primary School pupils to understand what to expect in the event that the school needs to go into lockdown.

**Please note that this guidance is specific to certain circumstances and does not replace the guidance issued recently regarding actions to take in the event of a terrorist attack or similar and that guidance should still be followed where applicable.**

## **Lockdown Procedures**

Lockdown procedures aim to ensure that staff and young people are secure and in a safe location relevant to the threat that has activated the procedure, and that they remain in this location until the threat has been dealt with. The procedures aim to keep disruption to a minimum so learning or activities can carry on with the minimum of disruption thus aiming to keep everyone as calm as possible. This is particularly important to try to reduce any anxiety that may be caused by the activation of the procedure.

## **When Would A Lockdown Procedure Be Activated?**

It is clearly very difficult to prescribe specific circumstances when a lockdown procedure will need to be activated. In some cases, it may be a notification from an external agency such as the emergency services or the county council's emergency planning department that instigates the procedure. In other cases, it may be a judgement call from the most senior person on site reacting to information received from staff/visitors relating to a developing situation. In some cases, it may be a planned response to a particular known circumstance.

However, some examples of when lockdown procedures may be activated are given below:

- A reported incident/civil disturbance in the local community with the potential to pose a risk to staff and pupils/young people.
- An intruder on the site (with the potential to pose a risk to staff and pupils/young people).
- A person who is known to the site and known to pose a risk to staff and/or pupils/young people enters the site uninvited.

- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud) or chemical, biological or radiological contamination.
- A major fire close to the site.
- A dangerous animal roaming loose in the vicinity of the site.

### **Lockdown Communication with Parents**

In the event of an actual lockdown, South Darley CE Primary School will communicate any incident or development 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. The school will however reinforce the message that 'the site is in a full lockdown situation. Parents need to be aware that the telephone and entrances will be unstaffed, external doors will be locked and no-one will be allowed in or out until it is deemed safe to do so.

- Dependant on the type of lockdown, parents will be notified as soon as practicable by text or other system for communications with parents.
- Part of the above communication will inform parents that the pupils will not be released to them during the lockdown and that they should not under any circumstances attend site until they are informed the lockdown is over. If parents do attend the site during a lockdown, under no circumstances will members of staff leave the building to communicate directly with them.
- Once the lockdown is over, this will be communicated to all parents and any external agencies that have been notified.

Parents will 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 their 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 normal hours.