

# Walter Infant School

## Lockdown Procedure

### DOCUMENT HISTORY

Version	Action	By	Date
1.0	Draft	Trevor Sleet	November 2012
1.1	Draft	Fiona Cross	February 2013
1.1	Approved	Environment Committee	5 March 2013
1.1	Approved	Full Governing Body	25 March 2013
2.0	Approved	Judy Wheeler - Headteacher	21 <sup>st</sup> September 2016
3.0	Approved	Full Governing Body	18 <sup>th</sup> September 2018

Next Review Date: Autumn 2020

# LOCKDOWN PROCEDURE

## I **Purpose & Scope**

This procedure defines the responsibilities, processes and actions to be taken in the event of a person(s), who may present a serious threat to the children, staff or visitors. This person(s) may be on the school premises or in the local vicinity.

### **Note:**

A School Lockdown may be invoked if there is an escape from Broadmoor Hospital and the person is in the local vicinity.

## II **Related Documents**

School – Rainbow Plan  
School - Broadmoor Escape Procedure  
School - Physical Security Policy  
School - Banning Individuals from School Procedure  
School - Health & Safety Policy  
School - Health & Safety Manual

## III **Abbreviations**

WBC - Wokingham Borough Council.

## 1 **Definitions**

**Safe Area:** The area which offers the children, staff and visitors to the School the maximum safety. This maybe the School hall, classrooms, or St. Paul's C of E Junior School and will be dependent on the circumstances / situation.

## 2 **Roles and Responsibilities**

In the event of a **School Lockdown** all School staff who are on the premises will be considered to be on duty.

## 3 **Introduction**

This procedure is for guidance purposes as every situation may be different and therefore the actions which are taken will vary depending on the circumstances. These actions have one driving purpose and that is to ensure, as far as possible, the safety of the children, staff and visitors to the School. This is best achieved by maintaining, where ever possible, a quiet and calm atmosphere.

#### 4 **Lockdown Signal & Contact Details**

Air horns will be used to signal lockdown for Walter Infant School are stored in the cupboard by the school hall. These are checked regularly. The school secretary from Walter Infant School will telephone St. Paul's to alert them by saying 'Lockdown'.

The list of primary contact details is also held securely by the School offices.

#### 5 **School Lockdown Practice**

The School Lockdown should be regularly practised, just as the School's emergency evacuation procedure is regularly practised at least on a termly basis.

#### 6 **School Emergency Response Team**

The Head Teacher or whoever is deputising and the office and any non-teaching staff who can safely be assembled, should form a 'School Emergency Response Team'. This team should quickly appoint a single person to be the focal point and be the co-ordinator. The following actions should be taken:

- Invoke the School Lockdown, signal accordingly, and notify the Police and WBC.
- Any staff, children or visitors who are outside should move to the nearest safest location e.g. the hall or an appropriate classroom.
- Check all classrooms, corridors, toilets and any other school buildings and ensure that the children are in the allocated safe areas.
- In some circumstances consideration should be given to moving all of the children through the Link corridor to St. Paul's.
- Oversee the checking of all registers and Visitor's Books to ensure that all persons are present.
- All external doors should be locked, to prevent anybody getting into the school buildings, though consideration must be given to the need to evacuate the buildings in case of fire etc.
- Consideration should be given to locking (if possible) or wedging classroom doors shut. Windows should be shut along with blinds down/closed. Lights should be turned off.
- Children should be kept seated and away from doors and windows unless circumstances indicate that it is best to sit on the floor and/or under desks.
- Wait for the all clear or further instruction from official sources e.g. Police, or WBC who will declare the all clear.
- Once the 'All Clear' is received the end of the Lockdown can be announced and the staff and visitors notified accordingly.

#### 7 **Parents / Carers**

Parents / carers must not be allowed to pick up their children during a School Lockdown. Children will only be released after an all clear is given.

#### 8 **Teaching Staff**

- Should remain with their children at all times.
- Should **NOT** allow anyone to leave the safe area where ever that may be. This **must** be maintained until the all clear is given.
- Try and maintain a calm atmosphere at all times, this may best be achieved by engaging in a quiet game or activity.
- Be alert to the emotional needs of any children.
- If a member of the teaching staff is out of the class at the time of the incident, they should attempt to go back to the safe place, but **only if it is safe to do so**. If this is too

risky or dangerous, they must try and make contact with the children as soon as possible.

### **Lockdown Logistics:**

- Teachers in charge of **Oak, Pine, Sycamore** and **Willow** will secure the classroom doors and windows. The children will sit where they are not visible from the door. Close blinds unless directed not to.
- The teacher in charge of **Beech** will take the children into the small teaching space and secure doors and windows and close blinds.
- The teacher in charge of **Larch** will take the children into the Computing room, locking the door and then into the art room if it is considered to be safe. Secure all doors and windows.
- The teachers working in **Foundation Stage** will take all the children into **Robin** as there are toilets and a telephone, along with keypad security on all doors. If a decision is made to evacuate to St. Pauls, this can be done internally through the hall. Close all blinds and cover all windows
- In the event of lockdown, teachers will maintain contact via email or telephone when the use of personal mobile phones will be permitted in the presence of children.

## **Appendix 1**

### **Schools in the vicinity of the Broadmoor Hospital**

(See flowchart for those WBC schools to which this procedure applies)

#### **1. Warning Systems**

If there is an escape, the warning sirens will sound, and all schools within approximately seven miles of Broadmoor Hospital will be notified. The warning siren is tested each Monday at 10.00 am for 2.5 minutes.

After a break of 2 minutes the all clear siren is also sounded for 2.5 minutes.

In the event of an escape, local schools<sup>1</sup> operate a cascade alert system. Information is passed from school to school. The cascade system is routinely tested on the second Wednesday of the first term and the periodically.

Telephone numbers for the cascade system should be prominently displayed for easy access.

Schools will stay open and operate as normally as possible.

#### **2. Action in the event of an escape**

In the event of an escape children will be required to:

- Remain in their classrooms working normally with an adult
- Not be allowed out during breaks or outside PE/games

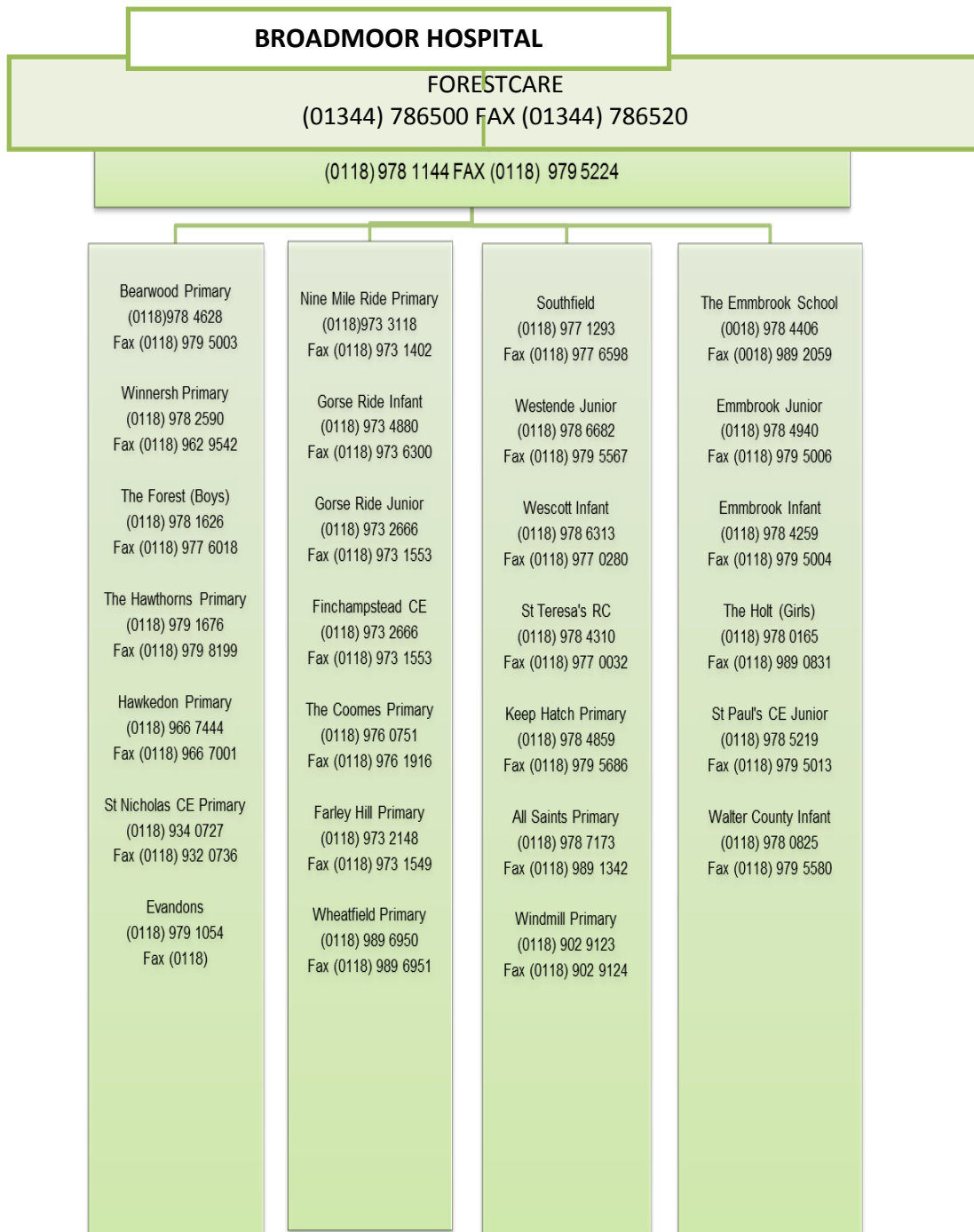
Schools will need to:

- Minimize and supervise movement between different buildings on the site
- Ensure that all external doors and windows closed and gates locked.
- That visitors calling without prior arrangements at the school will be asked to call on another occasion. Visitors will only be admitted to school once identification has been produced or with the approval of the Head Teacher.

All staff on the premises should consider themselves on duty during the alert.

If during the alert there is an immediate and actual intruder threat, (eg the person(s) are known to be on-site or the immediate vicinity of the site) action may need to escalate beyond these precautionary procedures.

**BROADMOOR HOSPITAL ESCAPE WARNING SCHEME**



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**BROADMOOR HOSPITAL ESCAPE WARNING SCHEME**

**BROADMOOR HOSPITAL  
WARNING**

(01344) 786500 FAX (01344) 786520

(01344) 772658 Fax (01344) 776623

Oaklands Junior  
(01344) 773496  
Fax (01344) 750604

Oaklands Infant  
(01344) 774644  
Fax (01344) 772375

Hatch Ride Primary  
(01344) 776227  
Fax (01344) 780446

St Sebastians  
(01344) 772427  
Fax (01344) 772427

Broadmoor Primary  
(01344) 772034  
Fax (01344) 750498

Crowthorne CE Primary  
(01344) 772089  
Fax (01344) 750106

College Hall  
(0118) 989 3378  
Fax (0118) 9893381

\*Please note the last school in the list is required to call back Forestcare to confirm awareness