



## The Federation of Holy Trinity Church of England Schools

### Lockdown Procedures

*'Loved by God and one another, Holy Trinity is a welcoming community of faith, where we learn and flourish together.  
Each day opens up horizons of hope, aspiration and joy!'*

Shared with staff	27.11.2024	PDM Staff Briefing Email
Ratified By Academy Council	27.11.2024	Minuted at meeting
Shared with Parents	28.11.2024	Website
Policy Revisit	June 2025	
Policy Review	November 2025	



# Lockdown Procedures

## General Statement

Lockdown is the term given to protecting children and staff by keeping them indoors, in their classrooms or other safe locations. An example of when a lockdown may be appropriate would be in the event of a direct physical threat to staff and children by an armed person in or around the site premises.

In most cases this would be a precaution, on notification by the Police, of a threat in the community (Melsonby, 2010/Cumbria 2010). Very occasionally, a threat is present inside the site (Dunblane Primary Site, 1996).

Two levels of lockdown are provided in this document.

## Partial Lockdown

- This may be as a result of a reported incident to the site or an occurrence that is happening within the site premises
- Civil disturbance in the local community with the potential to pose a risk to staff and children on the site
- It may also be as a result of a warning being received from a recognised emergency service regarding the risk of air pollution, etc.

**Alert to staff:** 'Partial Lockdown' or 'Amber alert' will be the agreed code word that all members of staff recognise and understand to begin the procedure. This alert will be sent by email to all staff and an alert sent out via our school system (Arbor). Those who will not access these systems can be alerted by Radio.

## Immediate action:

- All outside activity to cease with immediate effect, children and staff to return to the building in a swift and safe manner
- All staff and children remain inside the building and **all** external doors and windows are to be locked until further notice. Nominated members of staff who are not directly supervising children are required to perform the task if appropriate to ensure the ongoing safeguarding of the children
- Children / staff and visitor register will be taken – the office will contact each area in turn for an attendance report
- At the discretion of the responsible person, free movement within the building may be permitted dependent upon the known information or continued reporting of the incident / circumstances

Each situation is unique and presents differing on-going challenges. Once the children / staff and volunteers etc. are accounted for the responsible person will conduct an on-going dynamic risk assessment basing their decision making primarily on advice received from the Emergency Services. All staff will be updated when applicable, and a written evidence log will be maintained throughout should it be required at a later stage. 'Partial Lockdown' is a precautionary measure and should be recognised that it places the site in a state of readiness (whilst retaining a degree of normality), should the situation be further reported to have escalated.

During the Partial Lockdown procedure, staff will maintain agreed open lines of communication and must not make unnecessary calls until further notice as this may delay the information sharing process to and from the responsible person.

In the event of an Air Pollution Incident being reported, all air vents should be closed / covered (where possible within the premises. If this is not possible, the children / staff should be relocated from the room initially and a further decision is to be made by the responsible person regarding the appropriate room to relocate to and remain.)

The responsible person will remain in contact with the appropriate Emergency Services team(s) and will make future dynamic risk assessment decisions with the assistance and advice of professional bodies regarding the prevailing threat. An evidence log should be completed, should it be required at a later stage.

### Full Lockdown

This signifies an immediate threat to the site and may be an escalation of a partial lockdown or a spontaneous incident / event or occurrence in or near to the premises.

**Alert to staff:** 'Full Lockdown' or 'Red Alert' will be the agreed code word that all staff recognise and understand to begin the procedure. (A means of communicating the alert to duty staff at break times is required without fail). This alert will be sent by email to all staff and an alert sent out via our school system (Arbor). Those who will not access these systems can be alerted by Radio.

### Immediate action:

- All children / staff, volunteer's etc. are to rendezvous immediately to a pre agreed area of the premises known by all staff that can ideally accommodate the maximum role numbers. e.g. (Classroom, tutor room, Sports / assembly / dining hall).
- All external doors are to be locked immediately. Classroom doors locked if applicable. Nominated members of staff that are not directly supervising children are required to perform the task if appropriate to ensure the ongoing safeguarding of the children.
- All windows are to be locked, and blinds drawn, (if applicable). Children encouraged to remain quiet and remain out of public glare, (e.g. under a desk or around a corner) until further notice.
- Children / staff and visitor register will be taken – the office will contact each area in turn for an attendance report.

Each situation is unique and presents differing on-going challenges. Once the children / staff and volunteers etc. are accounted for the responsible person will conduct an on-going dynamic risk assessment basing their decision making primarily on advice received from the Emergency Services. All staff will be updated when applicable, and a written evidence log will be maintained throughout should it be required at a later stage.

The lockdown procedure will remain in force until it has been established from a member of the Emergency Services that the incident has been successfully resolved and no further risk is posed to the welfare and safety of the children / staff etc. At any time during the lockdown, if the fire alarm sounds an evacuation of the building is required.

During the lockdown procedure, staff will maintain agreed open lines of communication and **must not** make unnecessary calls until further notice as this may delay the information sharing process to and from the responsible person.

Examples of using discreet communication methods should they be necessary to update the emergency services:

- Staff have access to an internal e-mail/ walkie-talkies that they can access to inform and await further instructions. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, or tablet.

## Communication between parents and the site

Site Lockdown procedures, especially the arrangements for communicating to parents, should be routinely shared with parents / guardians either by newsletter or via the site's website.

Should a Lockdown occur, it is advised that developments are communicated to parents / guardians as soon as is practicable and in some cases in agreement with the emergency services and the most senior member of staff overseeing the incident. Parents will naturally be concerned, anxious and all accurate information releases will assist to alleviate undue anxiety.

- Parents / guardians should be given enough information to enable them to understand the potential outcome and, when possible, time frames so that they:
- Are reassured that the site / emergency services understands their concern for their child's welfare, and that everything possible is being completed to ensure their safety.
- Parents / guardians must be made aware to refrain from directly calling the site's office. Calling the site will tie up telephone lines that will be required to be used by the responsible person and the emergency services.
- Parents / guardians must refrain from initially attending the site. This may interfere with the emergency provider's access / investigation and may put themselves and others in danger.
- Parent / guardians must wait patiently until a safe and satisfactory outcome has been achieved and agreed by all parties, where a designated safe area will be identified for the safe handing over of the children to their parents / guardians.

During the initial "breaking news" of the incident it is vital that all parents are reassured regarding the welfare and safety of their children and that the matter is being dealt with by the emergency services, LDLT, NYCC and the school jointly to resolve as soon as possible with little impact to the children and the wider community.

However it must also be stressed that at this time **"the site is in a full lockdown procedure. During this period the switchboard and entrances will be un-manned, external doors will be locked and no person is allowed in or out of the premises until further notice"**.

## Emergency Services

It is vital that the communication lines remain open to the Emergency Services at all times, they are best placed to offer advice / assistance as a situation develops. A decision may be taken to cordon off the premises partially or as a whole by the Emergency Services. This will be dependent on the severity of the incident that has led to a Lockdown procedure taking place.

The emergency services will support the responsible person from the school, the Trust and the LA in the decision making processes and the timing of communication to parents, the press etc.

Should a prolonged lockdown incident occur, North Yorkshire County Council and its partners have the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area and other pre-determined facilities.

## Post Lockdown

Further assistance will be provided by Leeds Diocese Learning Trust and the Local Authority in dealing with the effects of the incident to all persons involved.



### Lockdown Action flow chart

**Hear Amber Alert**

**Hear Red Alert**

- Return to classroom
- Is everyone accounted for?
- All external doors closed and windows shut
- Continue teaching in classrooms
- Await further instructions

- Return to classroom
- Is everyone accounted for?
- All external, internal doors closed
- windows locked and blinds closed where applicable
- Turn lights off
- Await further instructions

All Visitors and ancillary staff who are on site must report to the school hall and await further instructions.

Await stand down instructions from responsible persons