



# BIRD'S BUSH PRIMARY SCHOOL LOCKDOWN PROCEDURES

## Document Control Table

<b>Title</b>	Bird's Bush Primary School Lockdown Procedures
<b>Author</b>	Michelle Day (Headteacher)
<b>Date Approved</b>	September 2024
<b>Approved By Name</b>	Peter Hollis (Chair of Governors)
<b>Signature of Approval</b>	
<b>Next Review Date</b>	September 2025

## Document History

<b>Date</b>	<b>Author</b>	<b>Note of Revisions</b>
September 2024	MD	Added - Staffing on Site - In the event the Headteacher is not on site the Assistant Head will take the place of the Headteacher and the Inclusion Manager in place of the Assistant Head.

## Rationale

On very rare occasions it may be necessary to quickly restrict access and egress to a site or building through physical measures in response to a threat, either external or internal in order to ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or in the immediate vicinity.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of pupils and staff in the school. Procedures should minimise disruption to the learning environment whilst ensuring the safety of all.

Lockdown procedures may be activated in response to any number of situations, including:

- a reported incident/ disturbance within the local community with the potential to pose a risk to pupils and staff in the school;
- an intruder on the school site with the potential to pose a risk to pupils and staff in the school;
- a warning being received regarding a risk locally or air pollution (e.g. smoke plume, gas cloud);
- a major fire within the vicinity of the school;
- a bomb threat.

If school were to receive a threat, the Headteacher would alert the police immediately and follow their advice and guidance.

## Staff Responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Michelle Day Headteacher	Make the decision that the school is to be placed in lockdown. With the support of the Assistant Headteacher and Inclusion Manager inform all members of staff and pupils that the school is in lockdown. Inform Little Stars Nursery and catering staff that the school is in lockdown.	07456 026807 01827 214666
Scott Brockhurst Assistant Headteacher	With the support of the Headteacher and Inclusion Manager, inform all members of staff and pupils that the school is in lockdown. Ensure all access points are secured (Upper School)	07427 486654 01827 214666
Dawn Hall Inclusion Manager	With the support of the Headteacher and Assistant Headteacher, inform all members of staff and pupils that the school is in lockdown. Ensure all access points are secured (Lower School)	07411 481374 01827 214666

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Jayne Evans (Jacqui Pickering – Wednesday) Office Administrator	Call Police if necessary. Communicate with parents.	07816 242046 (Jayne) 07443 521079 (Jacqui) 01827 214666
Teachers, Teaching Assistants and Lunchtime Supervisors	Bring class/ pupils to classroom or other place of safety. Take register and stay with pupils. If with visitors, ensure that they are in a safe place.	
Other roles	Ensure that designated areas/ toilets are clear.  Amanda Markley/Emma Coleman – LT PEEP Jacqui Pickering/Liz Ravenscroft – JP PEEP Amy Fisher/Traci Huddlestone – SR PEEP Miss Maie/Jacqui Pickering – OM PEEP Beth Hopkins – JS PEEP Teaching assistants to check Year group toilets and close teaching area windows.	

## Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
<p><b>Word of Mouth</b></p> <ul style="list-style-type: none"> <li>• Headteacher to make the decision that the school is in a state of lockdown.</li> <li>• Headteacher, Assistant Headteacher and Inclusion Manager to inform all members of staff that the school is in lockdown by stating <i>'marmite on toast for lunch'</i>.</li> <li>• DH – Reception and Lower School</li> <li>• SB – Upper school</li> <li>• MD/JE – Nursery and catering staff</li> </ul> <p>If a children are outside, a whistle will be blown by MD, SB or DH to inform them that they must return inside immediately.</p> <p>MDSB/DH to meet in Head's office ready for registers to be sent.</p> <p>Communication between key staff via mobile phone as needed.</p>	<p><b>Word of Mouth</b></p> <ul style="list-style-type: none"> <li>• Headteacher to declare lockdown is over.</li> <li>• Headteacher, Assistant Headteacher and Inclusion Manager to inform all members of staff that lockdown is over by stating <i>'the jar is empty'</i>.</li> </ul>

## Security Lockdown Plan

<p><b>Our safe assembly points</b></p>	<p>At the signal, all pupils to remain in classrooms.</p> <p>Staff or pupils not in their classroom for any reason to proceed to their classroom as quickly as possible. Member of staff in charge of the group to make decision as to whether it is safe to return to class or stay put.</p> <p>Visitors to be escorted to the Computer/PPA Room.</p>
<p><b>Secure entrance and exit points</b></p>	<p><b>Classroom staff</b> to ensure that all external doors and windows are closed and locked.</p> <p>Scott Brockhurst, Assistant Headteacher, to check external Year 5 corridor door, Computer room external door, Library and Training room external doors and windows are closed and locked.</p> <p>Michelle Day, Headteacher, to check staff room and hall and front of school windows and doors are closed and locked.</p> <p>Dawn Hall, Family Support Worker, to check Nest, Pastoral Office, and Year 2 Cloakroom and KS1 shared area windows and doors are closed and locked.</p>

<p><b>Bring pupils inside</b></p>	<p>Pupils and staff who are outside to be the first to be informed of lockdown being in place. Classes to be informed by the blowing of a whistle.</p> <p>Anyone outside to reenter school as quickly and quietly as possible and head straight to their classroom.</p> <p>Doors to be closed and locked as soon as everyone is inside.</p> <p>Teaching Assistants to check their classroom areas and toilets are clear.</p> <p>Teachers to register pupils and inform Headteacher of any missing pupil or staff member.</p> <p>If lunchtime, all children to be taken back to classrooms.</p>
<p><b>If during morning drop off or evening release time</b></p>	<p>If during morning drop off time:</p> <p>All pupils and parents/ carers to be brought into school and to be taken to their classrooms where they are to be registered by staff. Follow usual procedures and text out to parents as soon as possible to ensure they do not approach school.</p> <p>If during evening release time:</p> <p>All pupils and parents/ carers to be brought back into school and to be taken to their classrooms where they are to be registered by staff. Follow usual procedures and text out to parents as soon as possible to ensure they do not approach school.</p> <p>If releasing has not yet begun, children not to be dismissed and parents to be brought into school if safe to do so. Parents to be taken to the hall.</p>
<p><b>Steps to increase protection</b></p>	<p>Staff to use the CLOSE Procedure:</p> <ul style="list-style-type: none"> <li><b>C</b>lose all windows, doors and blinds.</li> <li><b>L</b>ock up. Turn off lights and monitors</li> <li><b>O</b>ut of sight and minimise movement. Position children away from sightlines from external doors and windows.</li> <li><b>S</b>tay silent and avoid drawing attention.</li> <li><b>E</b>ndure. Be aware you may be in lockdown for some time.</li> </ul> <p>All pupils to sit under their tables unless their table is situated near a door or window – these pupils are to be moved to sit on the floor in a safer location in the classroom.</p> <p>Reception to sit together in the carpet nearest the hall.</p> <p>Staff to position themselves sitting behind the internal door.</p> <p>Class teachers to email the front office to confirm with their register completed.</p> <p>Any children not accounted for to be searched for by Headteacher and Assistant Headteacher.</p>

<b>Internal communication during a lockdown</b>	SLT and Front Office to communicate via text message. SLT to email classroom staff if necessary.
<b>Communication with parents during a lockdown</b>	If necessary, Office Administrator to text parents to inform them of the lockdown and not to approach the school. Text to read:  'Bird's Bush Primary School is in full lockdown. Do not approach or call school, nobody allowed in or out. Do not call or approach the school.'  A letter to be sent to parents/ carers on the nearest possible day following any serious incident which resulted in a lockdown. This letter will inform parents of the context of the lockdown and encourage them to reinforce with their children the importance of following procedures in these rare circumstances.
<b>Arrangements for pupils or staff with additional needs</b>	All emergency medication (e.g. inhaler/ EpiPen) to be kept near to the pupil/ staff.  For any pupils with disabilities which limit movement, refer to individual care plan.
<b>Lockdown duration</b>	School to remain in a state of lockdown until the Headteacher or the emergency services confirm that it has been lifted.
<b>Evacuation plan, if needed</b>  Remember that it is very much <b>the exception</b> to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.	If an evacuation is necessary, Headteacher, Assistant Headteacher and Inclusion Manager to inform designated classes and coordinate the move.  Evacuation Destination: Name: Tamworth Enterprise College Type of venue: Secondary School Contact name and number: 01827 285596 Located approximately 0.25m from Bird's Bush Primary School (Agreed with Headteacher, Mr J Spears via telephone call on  For any pupils with disabilities which limit movement, refer to PEEP.
<b>Security lockdown drills</b>	Lockdown practises will be carried out every term.  An initial letter will be sent to parents/ carers informing them that school is going to commence regular lockdown practises. A text message will be sent on the morning of the lockdown practise. Before the first lockdown practise of each academic year, classroom teachers will speak to their class and run through the procedures.
<b>Staffing on Site</b>	In the event the Headteacher is not on site the Assistant Head will take the place of the Headteacher and the Inclusion Manager in place of the Assistant Head.

## Lockdown Drill Action Check List

Drill date and time	
---------------------	--

STEP	TIME	SIGNED
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services (Know when this would happen in drill)		
Direct all children, staff, parents and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows		
Close blinds and curtains		
Turn off the lights and monitors		
Direct all children, parents and visitors to sit under the tables and to stay still and silent in their designated position		
Staff to position themselves sitting behind the internal door.		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given or until you're told to evacuate by the Headteacher or emergency services		

Any actions required following drill	
Date of next scheduled drill	

