



**'LOCKDOWN' PROCEDURES &  
HANDLING SPONTANEOUS ACTS  
OF AGGRESSION**

## Document Change History.

Version no	Date	Change made by	Brief details of change
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## Document Review History.

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Nov 2018	Full Governing Body	No changes to document
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# **1. Introduction**

'Lockdown' procedures should be seen as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors. It must be noted that each incident must be treated on its merits and action taken accordingly - because of the open plan design of the school and given the variances in lockdown requirements staff must make decisions for action given the risk posed and feel empowered and confident to do so.

A Laminate will be in the staff room and office area and all staff must be aware of the procedure to follow. **(Item 2)** -Staff should be aware that the Emergency Services answering the call will not be familiar with the Schools location, size or type so please ensure you are aware of the laminates contents

'Lockdown' procedures may be activated in response to any number of situations, which may include:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school);
- An intruder on the school site (with the potential to pose a risk to staff and pupils);
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog/animal roaming loose.

# **2. 'Lockdown' Alert**

The nominated Lockdown Manager at the school is the Head teacher Liz Webster or Assistant Heads Natasha Maysey or Sue Reed, **see Appendix 2 for the Leadership Team**; they will initiate, manage and conclude the 'lockdown'. They will also communicate with the emergency services. The role and responsibilities of the Lockdown Manager are recorded in Appendix 1.

**The first person to report an incident must give the following details:**

**Aldingbourne Primary School, Westergate Street, Westergate, Chichester PO20 3QR**

**The grid reference for the school if asked for is (50.833684, -0.669893)**

**The ordinance location reference (RAS code) is 493759 104624**

**Along with details of the incident and approx. numbers of staff and children onsite at the school.**

- **The fire alarm will not be used** to alert staff of the need to 'lockdown' to avoid potential confusion. If the fire alarm sounds during a 'lockdown' it is to be ignored unless smoke or flames are directly visible and pose an immediate threat to your location.

### **3. Lockdown Arrangements**

#### **Partial Lockdown**

##### **Staff will be alerted and advised**

'Partial lockdown' may also be used as a precautionary measure; putting the school into a state of readiness should a potential threat present itself. This should entail all outside activities ceasing immediately and all pupils and staff returning to the school building and awaiting further instruction.

#### **Full lockdown**

##### **Staff will be alerted by the code word - 'Lockdown'**

In a 'lockdown' staff and pupils must remain in the school building and all doors leading outside must be locked. No one can be allowed to enter or leave the building; however teaching and work should continue as usual if practicable to do so. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school, but whereby that risk is not immediate. It may also be as a result of a warning being received regarding the risk of air pollution, etc. especially any warning from the emergency services.

#### **Immediate action**

- All outside activity to cease, pupils and staff return to the building. (There needs to be a means of communicating the alert to duty staff at break times).
- All staff and pupils remain in the building and all external doors and windows to be locked shut, other than those as designated emergency exits.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of air pollution, chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems must be closed or turned off immediately.
- Use anything to hand to seal up all the cracks around doors and any vents into the room - your aim is to minimise possible ingress of pollutants.
- Staff should await further instructions.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on any advice received from the Emergency Services and will implement action according to the risk presented.

Communication during a 'lockdown' will be via the school's email or direct communication from the Lockdown Manager.

A 'partial lockdown' may also be used as a precautionary measure; putting the school into a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Staff and pupils remain in 'lockdown' until it has been lifted by the Lockdown Manager or senior member of the emergency services.

- All pupils/staff to stay in their classroom or move to the nearest classroom;
- Office staff should lock all external doors and vacate their office;
- All outside activity to cease, pupils and staff return to the building. (There needs to be a means of communicating the alert to duty staff at break times).
- External doors locked and barricaded if possible - however individuals should not expose themselves to the risk unnecessarily ;
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in);
- Smartboards and computer monitors turned off if safe to do so.
- Staff mobiles to be set to silent with no vibrate;
- A register to be taken of all pupils and staff in each classroom/office;
- Communicate register of staff and pupils to the Lockdown Manager;
- Staff should await further instructions.
- **If the security of the building is breached - immediate and full evacuation MUST take place immediately (item 11) by the nearest evacuation point - dependant on where the risk is coming from evacuation should ensure all pupils and staff leave the vicinity of the building and site as quickly as possible and proceed to the **Community Centre at Oliver's Meadow** - But only if doing so does not come into close proximity to the intruder**
- **Avoid congregating in large groups**
- **If escape is not possible and you are trapped - hide and stay quiet and calm**

During the 'lockdown', staff will keep agreed lines of communication open but not make unnecessary calls as this could delay more important communication. Staff are not to use the school's email system or internal phone lines as these may not be secure.

Staff and pupils remain in 'lockdown' until it has been lifted by the Lockdown Manager or senior member of the emergency services.

## 4. Unsafe Areas

The following areas **must not** be used during a lockdown and should be evacuated as they cannot be secured:

- Front Office
- Toilets
- School Bus
- Diner
- Staffroom

## 5. Communication with Parents and Carers

The 'lockdown' manager will inform parents and carers that the school is in lockdown via the school's Parent mail or email system, the below template may be used:

### *The school is in an Emergency Lockdown Situation.*

- *During this period phones will not be answered, all doors are locked and nobody can enter or leave the site.*
- *We are working to ensure the safety of all our children.*
- *Parents and carers must not try to contact the school during the 'lockdown'.*
- ***DO NOT** come to the school until the incident has been resolved.*
- *Please refrain from taking to social media at this time as it may jeopardize the situation and emergency services ability to respond.*
- *During a 'lockdown' no members of the public will be allowed into the school and parents/carers will be told not to travel to the school.*
- *All staff, pupils and visitors to the school will not be allowed to leave the school until the lockdown has been declared over.*
- *Pupils will not be dismissed to parents or carers until the incident has been declared over by the Lockdown Manager or senior member of the emergency services.*
- *We will keep you informed as best we can.*

## **Appendix 1 -Roles and Responsibilities**

### **Lockdown Manager**

The Lockdown Manager is Miss Webster, however if she is not on site then an Assistant Head will be designated. See Appendix 2.

- Alert all staff and pupils of the need to 'lockdown' the school.
- For partial 'lockdowns' this will be achieved via the code word 'Partial Lockdown and for full 'lockdowns' this will be via the code word 'Full Lockdown'.
- Inform emergency services immediately.
- Inform parents/carers via the parent mail or email
- Ensure communication networks with all key staff are established.

### **Classroom Based Staff**

- Lock all external doors and windows.
- If full lockdown secure all internal doors - lock or barricade.
- Close and secure all windows.
- Close all curtains or blinds.
- Ensure pupils are in a safe place in the classroom i.e. sheltered by a substantial wall away from doors and windows.
- Ensure you have a means to communicate with the lockdown manager.

### **Office Based and Site Staff**

- Ensure all entrances are locked and secured.
- Close and secure all windows.
- Draw curtains and Blinds
- Turn off all IT equipment.
- Vacate the office if you feel in is deemed necessary for your own personal safety.



## **All other staff**

- If in a classroom help to secure all entrances and exits.
- If in small area with child or alone then follow procedure to ensure own safety and that of the child/children.

## **Appendix 2 - Leadership Team**

LIZ WEBSTER - Headteacher  
NATASHA MAYSEY and SUE REED - Assistant Heads

**In the event that Liz Webster is away, Natasha Maysey or Sue Reed will become the Lockdown Manager.**

**In the event that all of the members of staff quoted above is away, another member of senior staff will be allocated.**

## Appendix 3 - Sample letter to parents/carers

Dear Parents and Carers,

Our primary aim as a school is the safety and wellbeing of our pupils, to support us in achieving this we have many policies in place, including how we would respond to a potential incident either in the community or directly affecting the school.

One of these policies is our 'Lockdown' procedure, the aim of this policy is to support our staff in safeguarding our pupils from a variety of potential hazards that many arise, these include:

1. A reported incident, disturbance in the local community;
2. An intruder on the site;
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.);
4. A major fire in the vicinity of the school;
5. The close proximity of a dangerous dog.

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

In the event of an emergency that requires the school to be locked down the following actions may be taken, please note this is not an exhaustive list and is being provided as a summary only, exact actions will be dependent on the incident:

- Staff will ensure all pupils are inside the school buildings and lock any outside doors and close any windows that may be open;
- If pupils are outside, staff will bring them back into their classrooms;
- A register will be taken and any pupil not present will be notified to senior staff who will arrange a search for the missing pupil;
- Site and office staff will ensure all external doors are secured and closed;
- Emergency services will be notified;
- A message will be sent to parents and carers via our normal systems to advise of the emergency;
- Pupils will not be released from the school until the all clear is given;
- **Parents/Carers MUST NOT try to contact the school or come to the school until the all clear has been given. This can both block essential routes of communications and hamper the emergency services.**

We will shortly be carrying out an emergency drill with the staff and pupils to ensure that everyone is clear on what they have to do.

In the unlikely event that we have to put this process into action we need to ensure that parents are aware of the arrangements, as outlined above.

# HANDLING SPONTANEOUS ACTS OF AGGRESSION

## Introduction

All staff should be aware of their responsibilities when faced with spontaneous acts of aggression. Safeguarding should always be the priority and care and protection of themselves and the children is paramount.

**Each member of staff should be empowered to make a decision that will prevent further harm or injury from occurring to themselves and those around them.**

Due to the open nature of the school it is impossible to make internal areas secure should a perpetrator breach the school premises and gain entry to the school

**- The simple rule is "if they get in - you get out"**

## Scenario awareness

Each scenario is different, however always fear the worst possible motives and outcome and act accordingly. Don't waste time trying to assess the situation or decide how bad the threat is - always air on the side of caution and vacate the immediate area from the potential threat - this should be by any means available - if an intruder is in the school it must be assumed they are hostile and intend to harm or endanger life - evacuate from any point as judged by the person apprehending the threat - do not look to barricade or apprehend the threat.

**Raise the alarm by any means and trust the communication and instruction of those around you regardless of their position within the school.**

- **Do not stop** to treat injured children, take control of others and vacate immediately.
- **Do not use** fire-muster points or escape routes
- **If you become trapped and unable to escape** - hide, stay calm and quiet
- **Ensure the emergency services** are notified immediately - ensuring the full address and postal code is given, approximately how many staff and children are on site and the nature of the threat - if a firearm is being used - is it single shot or multiple shots? - Describe the perpetrator if you are able to - what they are wearing / where they were last scene within the school etc.
- **Once evacuated** - get as far away from the school as possible - if you are unable to escape from the school grounds - lay down and stay quiet and calm and avoid congregating in large groups.
- **Do not return** to the building under any circumstances
- **Be aware of the Arrival** of the Armed Response Units / Police - they won't know who the perpetrator is and who is staff - always follow their instructions promptly.
- **Discourage parents and guardians** from coming to the school - an alternative point for collection will be set up if required.
- **Do not speak** with any press or individuals asking for information regarding the incident, do not post any comments or pictures on Social Media.

## **Training and Awareness**

- *Annual review of the policy and its content to ensure that any changes to school infrastructure and fabric are taken into account and updated accordingly.*
- *All staff are made aware and empowered to take control of a situation and act accordingly should the need arise.*

To be reviewed annually at Full Governors Meeting