**Barham Primary School**

**Lockdown Procedures – Key facts**

Following on from the Brent ‘Corporate Health and Safety Guidance for schools’ on Lockdown procedures, please find the following key facts for staff and parents. There are two forms of lockdowns in a school:

**Partial Lockdown (sometimes referred to as “Shelter in Place”)**

In a Partial lockdown staff, pupils and visitors should remain in the school building and all doors leading outside should be kept closed / secured. No one should be allowed to enter or leave the building; however teaching and work activities should continue as usual.

This may occur as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff, pupils and visitors in the school or as a result of a warning being received regarding the risk of significant air pollution, etc.

*Immediate actions:*

All outside activity to cease immediately, **pupils and staff return to building**.

All staff, pupils and visitors remain in building and external **doors and windows are closed / secured**.

Free movement may be permitted within the building dependent upon the circumstances.

**Full Lockdown**

This may occur due to an immediate threat to the school or as an escalation of a Partial lockdown. An aim of a Full lockdown is for the school and its rooms to appear empty.

*Immediate actions:*

**Staff and pupils stay in their classroom** / office or move to agreed location e.g. sports hall, assembly hall, dining room etc.

**External doors closed / secured**. **Classroom / office doors locked** (where possible)

**Windows closed / secured and blinds drawn** (where possible).

Pupils / staff **sit quietly out of sight** and where possible **in a location that would protect** them from firearms attack (bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls).

**Lights, smartboards and computer monitors are turned off.**

**Mobile phones turned off** (or at the least to silent so they cannot give away your position).

A **register to be taken** of all staff, pupils and visitors in each classroom/agreed area.

**The SLT (HT, DH, THTs) will inform all staff if there is a lockdown. No sounds/ bells will be used.**

**Trips:**

*Prior to the trip:*

Risk assessment completed and checked.

All parents should have the lead staff members contact number/ or the schools contact number.

All parents should have attended a briefing on the trip, including the risk assessment and ‘Run, Hide, Tell’ strategies’.

*During the trip:*

**RUN**:

Escape if you can.

Consider the safest options.

Is there a safe route? RUN if not HIDE.

Can you get there without exposing yourself to greater danger?

Insist others leave with you.

Leave belongings behind.

**HIDE**:

If you can’t RUN, HIDE.

Find cover from gunfire/ knifes.

If you can see the attacker, they may be able to see you.

Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal (Find cover from gunfire e.g. substantial brickwork / reinforced walls.)

Be aware of your exits.

Try not to get trapped.

Be quiet, silence your phone.

Lock / barricade yourself in.

Move away from the door.

**TELL**:

Call 999: What do the police need to know?

Location: Where are the suspects?

Direction: Where did you last see the suspects?

Descriptions: Describe the attacker, numbers, features, clothing, weapons etc.

Further information: Casualties, any injuries, building information, entrances, exits, hostages etc.

Contact school as soon as it is safe to do so.

**The idea of parents having a contact number is so they can call to let you/school know their group is safe- in case you have been separated.**

**Communication with parents:**

It is important our parents are made aware of how we would communicate with them in the event of a lockdown/ trip risk. Arrangements for communicating with parents in the event of a lockdown should be routinely shared with parents i.e. via newsletter or on the school website.

*Parents should be given enough information about what is happening 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 Childs safety.

Do not contact the school as this could tie up telephone lines that are required for outgoing communication.

Do not come to the school as this could interfere with Emergency Services accessing the school and may even put themselves and others at risk.

Wait for the school to contact them about when it is safe to collect their child, and where this will be from.

Are aware of what will happen if the lockdown continues beyond school hours.

**If parents present themselves at the school during a lockdown under no circumstances should members of staff leave the building to communicate directly with them.**