

LOCKDOWN PROCEDURES

The Ribblesdale Federation

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 in 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' signalled by continuous blast of orange emergency whistle.

The person making the signal should blast the whistle both outside the building and on entering the building, should blast the whistle continuously to alert anyone already in the building. All staff should have access to a whistle especially if they are outside. (A means of communicating the alert to duty staff at break times is required without fail).

Immediate action:

- All outside activity to cease with immediate effect, children to line up in the usual way. Staff and pupils to return to the building in a quiet, swift and safe manner.
- The last adult entering the building should ensure the door is locked behind them.
- Pupils and the class team (Teacher and Support Staff) should return to the classroom with the pupils.
- Pupils already in the school building should also return to their classrooms.
- 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 (SLT or office team) that are not directly supervising children are required to perform the task if appropriate to ensure the ongoing safeguarding of the children.
- Class teacher to use the fire register to ensure pupils are in the classroom and send an email to the office and SLT to note roll call of pupils and adults based in their classroom.
- Children / staff and visitor register will be accessible via the Office Team at each school, so that they can check all staff are inside and within the school building.

- In the event that a member of the office team or SLT are not in the building to check the visitor register, all pupils, staff present (as above) a full-time member of staff at each school would take on this role (Gigg: PC, JC) (LP AS or FW) (Helli: SD, LS, MW)
- At the discretion of the responsible person (1st SLT, 2nd Office 3rd Name person on staff), 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.

In the event that a member of the SLT is not in the building at the time of the partial lockdown, the office administrator will take on this responsibility, and seek to consult directly with the Executive Head teacher, Assistant Headteacher or Federation Business Manager, so that they can provide guidance and support. If possible, a member of the SLT will consider whether it is safe to visit the school, as part of the dynamic risk assessment.

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' is signalled by a continuous blast of the Emergency Fire Horn which is kept in the school office at each school.

Immediate action:

- If the children are outside, all activity to cease with immediate effect, children to line up in the usual way. Staff and pupils to return to the building in a quiet, swift and safe manner.
- The last adult entering the building should ensure the door is locked behind them.
- Pupils and the class team (Teacher and Support Staff) should return to the classroom with the pupils ensuring they are all silent and as quiet as possible.
- If the children are already in their classrooms they should remain in their classroom and action the same follow up points listed below
- If children are in the hall, they should safely, quietly and quickly return to their classrooms

and action the same follow up points as listed below

- If the children are inside already and the lockdown signal is sounded, the support staff team should check that the external doors are locked and then return to their classroom base
- Office staff and the catering team should lock office and kitchen doors (where applicable), pull down blinds and remain quiet. If the office team choose to move to a safer space which they have considered in advance of the lockdown, they will need to have access to a laptop, mobile telephone, paper and pencils and ensure they have access to the relevant phone numbers for emergency contacts for parents and the emergency services should they be required, including email addresses
- The Headteacher/SLT will complete a dynamic risk assessment to ascertain the safest place to go, and may locate themselves with the administrative team.
- Classroom doors to be locked if applicable, if there is no lock available then staff will barricade the doorway
- All windows are to be locked, and blinds drawn, (if applicable).
- Children encouraged to remain silent/quiet as possible and remain out of public glare, (e.g. under a desk or around a corner in the classroom), taking direction from the adults in the room, who will complete a dynamic risk assessment and consider the safest place for pupils to remain in, within the classroom
- Class teacher to use the fire register to ensure pupils are in the classroom and send an email to the office and SLT to note roll call of pupils and adults based in their classroom.
- Children / staff and visitor register will be accessible via the Office Team at each school, so that they can check all staff are inside and within the school building
- Communication with each other will be minimal and where possible this will be done via email only to avoid voices being heard and phone making noises

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 possible via email, and a written evidence log will be maintained throughout should it be required at a later stage.

The lock down 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/instant messenger system 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, smartphone or tablet.
- 'Parent mail,' staff may be put into a defined user group. This could then lead to communicating instructions via text message in an emergency.

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 re assured regarding the welfare and safety to their children is paramount and that the matter is being dealt with by the emergency services and NYCC jointly to resolve the matter 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 effect.

The emergency services will support the responsible person and NYCC 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 North Yorkshire County Council and its partners in dealing with the effects of the incident to all persons involved.

Signed:	
Date:	16 th January 2026
Review Date:	January 2027

