

POLICY TITLE	School Major Incident / Lockdown Policy
Policy Area	Safeguarding
Author	DS
Relevant Statutory Regulations	NaCTSO Guidance Note 1/2015 Health and Safety at work act 1974 Management of Health and Safety at work reg 1999
Senior Team Lead	Head of School
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Major Incident Plan

It is highly unlikely that The London Acorn School will become the target of a direct attack. Our primary consideration in this matter is therefore the possibility of an attack in Central London. In such circumstances, parents will need answers to the following questions, amongst others:

1. Is my child safe and in school?
2. Will the school remain open/will the school be open tomorrow?
3. What is the procedure if I wish to collect my child from school?

Our communication methods with parents will be as follows:

1. Our primary means of communication will be via email.
2. Our website is hosted off-site by a low-profile provider which is no more likely to be the subject of an attack than the school itself.
3. We will also attempt to send out text messages via our school system. Please be aware, however, that mobile networks have previously been less reliable during terrorist attacks due to prioritisation for the emergency services or enforced closures.
4. If the website cannot be accessed, for example due to widespread power outages, physical notices will be placed on the gates at all the entrances to the school.
5. In the case of a significant event, we consider it is possible, as was the case in Paris and Brussels in 2015, that there may be government or regional announcements regarding school closures. You may assume that the school will always follow any such formal announcements and act upon them with the safety of the young people in our charge as the paramount concern.

We will also follow the above communication procedures in the case of school closure due to other circumstances, such as extreme weather.

Procedures in the Event of a School ‘Lockdown’

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 staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- 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)
- The close proximity of a dangerous dog roaming loose

The school's lockdown plan is as follows:

- Staff will be alerted to the activation of the plan through a recognised signal, audible throughout the school – **5 clear rings of the bell.**
- Pupils who are outside of the school buildings are brought inside as quickly as possible unless this endangers them and others.
- If groups of children are outside and the danger is near the school building, then staff will take the children to the nearest safe space and await instructions from the emergency services.
- Those inside the school:

Upstairs – Children will move quietly to a seated position under their desks.

Downstairs children should come upstairs into the hall and away from the windows.

- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked).
- Once in lockdown mode, the person ringing the bell/office staff will do a sweep downstairs of all areas to confirm children are all upstairs.
- Staff should encourage the pupils to keep calm.
- As appropriate, the school office will establish communication with the Emergency Services.
- Parents will be notified as soon as it is practicable to do so via text messaging.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be communicated throughout the building.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

The London Acorn School has lockdown procedures to be initiated at need in the event of a terrorist or other incident. Schools are in routine contact with the Police, the Department for Education and the Local Authority who support us with information and advice.

In the event of a terrorist incident which forces school closure, no pupil will be permitted to leave the school site unless they are accompanied by a parent or previously authorised adult. I would encourage all families to discuss how they will collect their children from our school in an emergency and to ensure that the relevant school reception is notified in advance if you wish to authorise another adult to collect your child on your behalf. Please note that this policy differs from that for other closures,

for example due to extreme weather, when Class 5 pupils may have secured permission to leave the school unaccompanied.

If pupils are away from the school's sites on a trip or for sport, the teacher in charge of the trip will decide whether to return to school immediately or to remain where they are. The lead teacher will take all reasonable steps to notify the school of their movements. The school will then communicate this to parents via the steps outlined above. Parents should still come to the school to collect their children and should not attempt to travel to the trip's location.

We hope that none of the above will be necessary. You may assume, however, that the safety of pupils will always be our paramount priority and that we will work with senior colleagues to ensure that the impact on the school of any attack in London is kept to an absolute minimum. Meanwhile, in common with other schools and institutions in the UK, our approach will be very much "business as normal.". We shall of course keep parents informed if the facts change sufficiently to justify a change of strategy on our part.