



Lockdown Procedures at Godinton Primary School – Information for Parents

On rare occasion, it may also be necessary to seal off the school so that it is not able to be entered from the outside. This is known as lockdown procedures or ‘invacuation’ and could include a partial lockdown or full lockdown. This process ensures that children, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school.

Reasons for lockdown to be triggered

Lockdown procedures may be activated in response to a number of situations, including, but not limited to:

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

Communication during Lockdown

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. The usual channels for this will be via ParentMail and / or the school website.

It is very important that parents do not discuss the event on social media as this may spread false information and could create panic.

Depending on the type and severity of the incident, parents may be asked **NOT** to collect their child from school as this may put themselves and the children at risk as well as interfering with access to the school by emergency services. The school site may not be cordoned off by the emergency services depending on the severity of the incident that has triggered lockdown. If a full lockdown is in place, parents must wait for the school to contact them about when it is safe to come and collect children from the school. This will be communicated to parents via ParentMail and / or the school website. Lockdown might mean that the end of the school day is extended or other collection arrangements need to be

implemented. In this case arrangements for collection will again be communicated to parents via ParentMail and / or the school website.

Upon receiving notification that lockdown is in place at the school, parents should **NOT** contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers. Emergency services will support and guide the decision of the Headteacher with regard to the timings of communications with parents.

In the event of a prolonged lockdown or more severe scenario, **KCC** has the capacity to provide humanitarian assistance by establishing a reception centre for friends and family outside of any cordoned area.

Whilst of course we would expect parents to feel anxious if a lockdown process is initiated, it is imperative that parents adhere to the advice given by the school as outlined above.

What Would Happen in School during Lockdown

The school's lockdown procedure is not published externally in order to maintain security and resilience however this guidance for parents is published on the school website.

Staff will supervise the children whilst lockdown arrangements are in place and will do all they can to ensure that the children feel safe and looked after in a place of safety. Staff take registers to ensure that all pupils are accounted for and any issues are reported immediately to the emergency services.

Lockdown Drill and Talking to the Children about Lockdown

It should be stressed that the probability of an incident requiring lockdown is very low, however in the same way that we prepare for fire evacuation, we prepare to respond to all eventualities and this includes practice lockdowns which occur at least annually. Prior to any lockdown drill, staff take time to talk to the children about lockdown procedures and why they are important. They reassure pupils after the drill that they are safe and emphasise that practising procedures like this makes sure that the school remains a safe place to learn.

The school's emergency plan and this guidance have been developed in light of KCC guidance and that provided by Guarding UK, one of the leading public security companies, providing specific guidance for schools.