

# Avanti Schools Trust Interim Lockdown Plans and Procedures



School: Krishna Avanti Primary School Croydon

Date Monday 25<sup>th</sup> September 2023

Date of review: October 2023

Date of next review: October 2024



'Invacuation', full and partial lockdown plans 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 pupils, staff, parents or visitors. Plans should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. This may also include where there is a need to restrict the movement of pupils around the school environment. Upon hearing the alert for an 'Invacuation', full or partial lockdown plans may be activated in response to any number of situations, but some of the more typical might be:

- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to pupils, staff or parents.
- An intruder on the school site with the potential to pose a risk to staff and pupils; (please note this is extremely rare)
- A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud etc.
- A serious or emergency accident or incident requiring the emergency services at the school.
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.
- Dense fog where pollution could cause breathing difficulties.
- Wild animals on site e.g. foxes or a swarm of bees, wasps or hornets.
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school.

#### **Actions to be taken by staff at school during a lockdown procedure**

- Lights off
- blinds down
- screens off,
- All phones on silent
- Everyone to be seated and hidden under desks – to be out of sight and silent
- Induction for specialist teachers

**The school's lockdown signals would be:**

Telephone – conference call to all classes at once.

Where no phone – walkie talkies to be placed in all rooms and remain on charge. Constant ringing will indicate a closure with necessary measures to be taken.

As well as sending a message of 'Code 1' via the phone intercom, we will also sound a whistle through the corridor verbally stating, "code 1" or "code 2." This is to ensure that even if the phones or technology are affected, we are covering all bases.

\*Please can all staff ensure that the phones are set at maximum volume, and this doesn't change. Premises Manager or Caretaker on site to check these once a week.

Type	Key Word	Signal	All clear
Invacuation – threat	Code		
'Invacuation' Partial lockdown	<b>Code 2</b>	<ol style="list-style-type: none"><li>1. Teams</li><li>2. Phonecall</li><li>3. Verbal with Whistle</li></ol>	whistle blowing constantly and verbal prompts of a dedicated key word: Clear Whistle blasts, verbal prompts, use of a dedicated key word
'Invacuation'- actual threat Full lockdown	<b>Code 1</b>  Appendix – key SEND flashcards Social story – for SEND (From Dale)	<ol style="list-style-type: none"><li>1. Teams</li><li>2. Phonecall</li><li>3. Verbal with Whistle</li></ol>	Whistle blowing constantly and verbal prompts of a dedicated key word: Clear Whistle blasts, verbal prompts, use of a dedicated key word

If any of the plans outlined below are triggered Sahil Agarwal and Matt Hassall MUST be contacted as soon as is safe to do so, this can be either the Head of Business Services or Head of Estates. The actions below should be implemented as soon as it is safe to do so.

**'Invacuation'**

In the event of an external threat when pupils, staff or visitors are outside the above signal should be used immediately, upon hearing this all pupils staff and visitors MUST:

- Cease all outdoor activities immediately, pupils and staff return to building.

- Remain in building and external doors and windows locked.
- Movement may be permitted within the school buildings dependent upon circumstances, but this must be supervised by a member of staff.
- All situations are different, once all staff and pupils are safely inside, will conduct an on-going risk assessment based on the information available and advice given from the Emergency Services or other outside agencies. This can then be communicated to staff and pupils.
- Once all clear has been signalled normal activities can resume.

### **Full Lockdown**

In the event of a threat starting in school or with the potential to move into the premises the above signal should be used immediately, upon hearing this All Pupils Staff and Visitors MUST:

- Remain in classrooms (if outside return to the building or designated areas such as the main hall, sports hall or yoga room)
- Office staff to go to pre-agreed designated area – First Aid Room.
- Staff in the staff room to go their own classroom if safe if not remain in staffroom.
- Gates to be secured if safe.
- External doors/internal doors are to be closed and locked.
- Fire doors are to be closed (but not locked).
- All windows to be closed and blinds down, lights turned off.

If the lockdown occurs at break or lunchtime, as long as safe to do so, teaching staff should return to their classroom to support their pupils. Entrance points should be secured e.g. doors and windows

### **Partial Lockdown**

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. This would be where pupils needed to stay in their classroom and not wander around the school site. It may also be as a result of a major incident occurring in the school which it may not be appropriate for pupils to witness, for example a first aid emergency, or may be a warning received regarding the risk of air pollution, etc. should there be a need for a partial lockdown the above signal should be used immediately, upon hearing this all pupils staff and visitors MUST:

- Cease outside activity immediately, pupils and staff return to building.
- Remain in building and external doors and windows locked.
- Movement may be permitted within the school buildings dependent upon circumstances, but this must be supervised by a member of staff.
- All situations are different, once all staff and pupils are safely inside, SLT colleagues (Neesha - Floor 1, Bijal/Zoe – UG Floor and Sandra- LG Floor) will conduct an on-going risk assessment based on the information available and advice given from the Emergency Services or other outside agencies. This can then be communicated to staff and pupils.
- ‘Partial lockdown’ is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate and need to revert to a full lockdown.
- In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.
- During the lockdown, staff will keep agreed lines of communication open, via phones, mobiles and computer email, but will not make unnecessary calls to the main office as this could delay more important communication.
- Actions to be taken where possible to ensure that the incident does not re-occur

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

A simplified Classroom sheet can be found in Appendix 1 that contains key information to be kept safe in each classroom and able to be accessed quickly by staff

#### **Communication between parents and the school:**

- The school’s lockdown plan will be published on the school website and routine practices communicated with parents by newsletter or via the school website with information regarding the effectiveness of the plan / procedure and with the children via a whole school assembly.
- In the event of an actual full lockdown or partial lockdown, any incident or development will be communicated to parents as soon as is practicable; “Krishna Avanti Primary School Croydon is in a full/partial lockdown situation. During this

period the phones, office and entrances will be un-manned, external doors locked. Please wait for further instructions and information.”

- Parents will be given enough information about what will happen/is happening or has happened 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 safety.
- Parents will be reassured that any measures needed to ensure the incident does not re-occur are put into place.
- Parents are asked not to contact or visit the school during a lockdown or immediately afterwards. Calling the school could put pupil’s safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, parents or Local Authority. Parents reminded not to use social media to scaremonger.
- Parents need to wait for the school to contact them about what happens next and when it is safe for them to collect their children, and where this will be from (if this is deemed necessary).
- Parents will be informed when the “all clear” has been given by emergency services.
- It is important to keep lines of communication open with outside agencies and the Emergency Services as they are best placed to offer advice as a situation unfolds.
- Emergency Services will support the decision of the Principal / SLT regarding the timing of communication to parents.
- 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 similar to Fire Evacuation Practices will increase their familiarity.
- Teams chat to be created for Lockdown procedures with key school and central staff to communicate Code 1 or Code 2.

### **Roles and Responsibilities**

Role	Name	Emergency contact number
Incident control officer	Ian Garrard Korsah Sarpomaa	07732627321 07424840982
Deputy	Bijal Pandya	07956496619
Deputy	Neesha Rayatt	07535638482

Communications Officer	Shivani Vyas	07824601561
Deputy Communications Officer	Gemma Richardson	07734380473
Perimeter Gates / doors	Zoe Brown	07927496310
Deputy	Sandra Payne Roberts	07908103348
Central team contact	Matt Hassall	07455869418
Deputy	Dale Craig	AST

### Alternative Arrangements

<b>Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) must be pre-arranged.</b>	
Name of venue	Minster Primary School
Type of venue	School
Contact name	Minster Primary School Nancy Cornell
Contact telephone number	0208 688 5844 (Option 1)
Useful info such as distance from school, directions, capacity, opening hours	

Check list?	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately	
Dial 999	
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)	
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows	
Close windows / blinds	
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	
Hide, sit on the floor under desks, and away from windows	
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing / injured students, staff and visitors	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	
Communication with Central Team established when safe to do so	

### Useful Staff contacts

Name	Role	Contact
Bijal Pandya	Principal/DSL	See above
Neesha Rayatt	Deputy/DDSL	See above
Shivani Vyas	BMS/DDSL/Medical Officer	See above

Dev Thakore	IT Support	See above
Ian Garrard	Premises Officer/Site Manager	See above
Mike Ion	Director of Education	07496002143
Sahil Agarwal	Head of Business Services	07769554911
Matt Hassall	Head of Estates	07455869418
Chetan Limbachia	Head of IT	07985276449
Kirit Patel	HR – Interim Lead	AST

### Useful other contacts

Water  
0800 316 9800

Gas  
National Gas Emergency Service 0800 111 999

Electricity  
UK Power Networks Emergencies: 0800 783 8838

Environmental  
Environment Agency Emergency Hotline 0800 80 70 60 Environment Agency Flood Line  
0845 988 1188

Hospitals  
Croydon Univeristy Hospital

[020 8401 3000](tel:02084013000)

### Appendix 1 – Classroom sheet

Signals	
Signal for Full Lockdown	CODE 1
Signal for Partial Lockdown	CODE 2
Signal for all-clear	Continuous blowing of whistle

  

Lockdown	
Rooms/area's most suitable for lockdown if outside (Break time etc..)	Only classes who are not in their classrooms



Entrance points (e.g. doors, windows) which should be secured	<p>Any external doors which are left ajar</p> <p>X 3 classrooms – G Floor</p> <p>X 3 LG floor – office, EYFS classroom, kitchen</p>
Communication arrangements	<ul style="list-style-type: none"> <li>▪ Two-way radios</li> <li>▪ Classroom telephones</li> <li>▪ Mobile phones – on silent</li> <li>▪ Instant messaging / email</li> <li>▪ Other.</li> </ul>

Upon hearing the lockdown signal, take the action below.

Initial response - lockdown	Tick / sign / time
Ensure all pupils are inside the school building.	
Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
<p>Ensure people take action to increase protection from attack:</p> <ul style="list-style-type: none"> <li>▪ Block access points (e.g. move furniture to obstruct doorways)</li> <li>▪ Sit on the floor, under tables or against a wall.</li> <li>▪ Keep out of sight.</li> <li>▪ Draw curtains / blinds.</li> <li>▪ Turn off lights.</li> <li>▪ Stay away from windows and doors.</li> </ul>	
Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.	
If possible, check for missing / injured pupils, staff and visitors. By designated members – Site Team, BSM	
Remain inside until an all-clear has been given by Principal, or unless told to evacuate by the emergency services.	

<b>CODE 1</b>	<ul style="list-style-type: none"> <li>- Cease all outdoor activities immediately, pupils and staff return to building</li> <li>- Lock external doors and windows</li> <li>- Blinds down and lights off</li> <li>- Everyone take cover in their designated areas and await further instructions</li> </ul>
<b>CODE 2</b>	<ul style="list-style-type: none"> <li>- Cease all outdoor activities immediately, pupils and staff return to building</li> <li>- Lock external doors and windows</li> <li>- Minimal disruption to classrooms, but be vigilant and await further instructions</li> <li>-</li> </ul>

**AWAIT ALL CLEAR BEFORE RESUMING NORMAL PROTOCOL:  
whistle blowing constantly accompanied by verbal prompts**

