



Sussex Road School **Critical Incident Policy and Dynamic Lockdown Procedure**

Introduction

Recent history has shown that schools from time to time will have to cope with both minor and major disasters. To plan for such events we need to consider how these incidents will be dealt with at the time together with how we deal with the aftermath.

Potential critical incidents

- a) Death of a pupil or teacher
- b) Violence and assault in school
- c) Destruction or vandalism of part of the school
- d) Road, sea or air traffic accident involving pupils and/or staff
- e) Natural disaster in the community
- f) Death or serious injuries on school journeys
- g) Civil disturbance or terrorism
- h) Positive Tests/Serious illness/Deaths linked to pandemics

School Incident Management

For all major incidents the school will follow the course of action laid out in School Emergency Management and Business Continuity Plan (SEMBC) a copy of the plan is held on Office 365 and may only be accessed by the SLT, the School Site Manager and the school administration team. The Chair of Governors has access to the SEMBEC to enable them to carry out their roles assigned in the policy

This document details the protocol for liaising with appropriate agencies and details the roles and responsibilities of various members so the school's team. The document contains personal data which under GDPR may not be held within the public domain.

The Aftermath

It is essential that the school provides support to children, parents and staff after a critical incident. The Headteacher will meet with the Chair of Governors, senior staff and the LEA as soon as practicable to discuss how the school will deal with the aftermath of the incident. It may be necessary to agree the need for counselling, to agree a statement for the media or to agree on funeral arrangements. Other agencies or staff can be called to the meeting if appropriate. Parents of children will need to be informed of any incident with care and sensitivity. If there is time then the headteacher and another senior member of staff will visit the home of the child concerned. If there is not time or there are a large number of children involved, the headteacher or senior member of staff will telephone the parents as soon as possible.

Informing others

Staff and pupils of the school will be informed of the incident in an appropriate and careful way by a senior staff member. An emergency staff meeting will be called followed by a whole school assembly.

The Headteacher in liaison with Local Authority will inform all other parents about the incident by letter as soon as possible.

KCC Media Department will deal with the media enquiries via the Press Office. No-one may talk to the media without reference to the LEA. No information will be given to the media until all parents of children involved are informed.

A log of all incidents and actions taken must be kept. The school will make every attempt to stick to normal routines and to return the school to normal operation as soon as possible.

Written	Delegation	Review
March 2024	SBM	Annually

Dynamic Lockdown Procedure

Introduction

Dynamic lockdown is the ability to quickly restrict access and egress to a site or building through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site.

Implementing a dynamic lockdown signifies there is an immediate threat to the school, such as an intruder, and may also be implemented as an escalation of a partial lockdown.

This procedure has been developed in line with guidance from GovUK – Developing Dynamic Lockdowns from the NCTSO. All staff are trained in this policy and view 'Stay Safe' - <https://www.gov.uk/government/publications/stay-safe-film>


Management and Control	
Responsibility	Nominated Person
Initial contact with the emergency services	Headteacher / Deputy Headteacher
Liaison with parents	Office Staff
Pupil control	Teachers

Signals	
Full lockdown signal	Four sharp blasts of the school bell
All-clear signal	Four sharp blasts of the school bell
Evacuation signal	Continuous ring of the school bell

Other Arrangements	
'Safe areas'	Classrooms
Outdoor safe area	See SEMBEC Main Document
Communication arrangements	Mobile Phones e-mail

Full Lockdown Procedure	
Initial implementation	?
The school is made aware of the type of incident that requires the full lockdown procedure to be implemented. Types of incidents that warrant a full lockdown include, but are not limited to, the following: <ul style="list-style-type: none"> An intruder on the school site The close proximity of a dangerous dog, or other animal, roaming loose 	
The Headteacher makes the decision to implement the full lockdown procedure.	
A full lockdown signal is given – 4 short blasts of the School Bell.	
Staff use mobile phones to ensure all staff members are aware of the incident that has occurred and to communicate as much information as possible.	
The Site Manager is contacted to ensure they are aware of the implementation of the full lockdown.	
The Headteacher contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.	
Immediate Action	?

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All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building, unless it is unsafe to do so, and staff ensure all doors are secure.	
Staff, pupils and visitors that remain outside during the lockdown hide in the designated outdoor safe area until the emergency services arrive.	
Staff escort pupils and visitors to the nearest safe area.	
The Headteacher and Site Manager check outdoor areas and ensure all pupils, staff and visitors are inside the school building.	
When all personnel and pupils are inside, all external doors and windows are secured and blinds or curtains closed; doors and windows remain secured until the 'all-clear' signal is given or unless otherwise instructed by the Headteacher or emergency services.	
Access points to safe areas are blocked off by moving furniture to obstruct doorways.	
Lights in all safe areas are turned off.	
Classroom Teachers and Teaching Assistants conduct a register or headcount. Staff notify the Headteacher if any pupils, members of staff or visitors are not accounted for via email or mobile phone , and an immediate search is instigated where appropriate and if it is safe to do so.	
Verbal communication via mobile phones is kept to essential communication. All mobile phones are turned onto silent and communication devices are not used if it would be unsafe to do so, e.g. if usage would lead to the location being revealed.	
Pupils, staff and visitors sit quietly, away from doors and windows, and out of sight, e.g. under a desk.	
All staff, pupils and visitors remain in their safe area unless otherwise stated by the Headteacher or emergency services.	
All pupils, staff members and visitors are made aware of their nearest exit point in case a hostile intruder manages to gain access to the safe area.	
Pupils and visitors are kept calm during the lockdown.	
No pupil is released to their parents during the lockdown.	
The Headteacher keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident.	
If it is necessary to evacuate the building, the evacuation signal is sounded – continuous sounding of the School Bell.	
The rest of the building is evacuated to the designated evacuation point if someone is taken hostage on the school site.	
Further action after the lockdown	
Parents are fully informed of the incident via letter.	
The Senior Leadership Team reviews the Lockdown Procedure for its effectiveness and make changes as necessary.	

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