



LOCKDOWN POLICY



Rationale

As part of our Health and Safety policies and procedures the school has a Lockdown Policy.

On very rare occasions, it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

SCOPE

This policy applies to employees, volunteers, parents, pupils and people visiting all school sites. It covers the procedures and personnel responsibilities when the school is required to go into lockdown.

CONSEQUENCES

- Copies of this policy will be disseminated through staff handbook, parent handbook and posters in all General Learning Areas.
- There will be at least one practice lockdown drill per year.
- All staff members must ensure they are clear about lockdown procedures before a practice drill or lockdown occurs.
- Teachers will remind pupils of the lock-down procedure at the start of each term.
- All people on the school grounds will participate in the Lockdown procedures.
- In the event of an emergency, the Executive Headteacher, or Head of School will make the decision, in consultation with police when deemed necessary, with regard to whether the site need to be locked-down.
- Pupils will not be released to parents during lockdown. Parents are not to call the school as this may tie up emergency lines that must remain open.

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately either on hearing X5 short bursts of the school bell or via an air horn (The phrase **'Activate Lockdown'** will be said)

Procedures:

Follow the **CLOSE** procedure:

- Close all windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lock down for some time

The following announcement will be given by Executive head/ Head of School:

"Activate lock-down procedures immediately.

All pupils, staff, parents and registered visitors please proceed to the nearest classroom.

Staff, secure your rooms and pupils.

An intruder is located (location given) and is wearing (description).

OR the reason for the lock-down is... (where it is appropriate to give such information).

Authorities have been notified"

REPEAT:

"Activate lock down procedures immediately. All students, staff, parents and registered guests

Please proceed to the nearest classroom".

1. The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms offices, connecting doors and all outside doors/ shutters where it is possible to remain safe.
2. At the given signal, the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.
4. Take a complete roll of everyone in the room.
5. The office will use walkie talkies for this list.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

1. Staff to support children in keeping calm and quiet.
2. Staff to remain in lock down positions until informed by key staff e.g. Senior Leadership Team, Chair of Governors or Office Staff in person that there is an all clear.
3. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

Staff Roles:

1. School administrator to immediately activate Lockdown procedures (5x short sounds of the air horn.), ensure that the office door is locked and police called if necessary.
2. Communication is via walkie talkies
3. Head or site supervisors lock the school's front doors and entrances.
4. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.
5. Administrator to contact classrooms by class phone or staff mobiles for list of names to match against names of students and registered personnel on campus.
6. Executive Headteacher/ Head of School are the only staff authorised to give the 'all clear signal' when the emergency has passed.
7. Administrator to arrange for parents to be informed.