



Lock Down Policy and Procedures

January 2016

As part of our Health and Safety policies and procedures the school has a Lock Down 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.

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing the Klaxon.

Procedures: Follow the CLOSE procedure: **C**lose all windows and doors, **L**ock up, **O**ut of sight and minimise movement, **S**tay silent and avoid drawing attention, **E**ndure. Be aware you may be in lock down for some time.

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. If practicable staff should notify the admin staff by phone that they have entered lock down and identify those children not accounted for. **NO ONE SHOULD MOVE ABOUT THE SCHOOL.**
5. Staff to support children in keeping calm and quiet.

6. 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.

7. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the admin office immediately of any pupils not accounted for.

Staff Roles:

1. Admin staff to ensure that the admin office is locked and police called if necessary.

2. Head or Caretakers lock the school's front doors and entrances.

3. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.

Communication with parents: If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – text.

Parents will be told: ‘..the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...’.

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk. Pupils will not be released to parents during a lock down. Parents will be asked not to call school as this may tie up emergency lines. If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from - office staff or emergency services. A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lock down drills: Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Review: This policy and procedures will be reviewed annually as a part of the School's Health and Safety procedures.

Lock Down Plan Management and Control:

Lockdown Specified assembly points - Classroom, Offices, School Hall Entrance points, Main School Entrance.

Communication arrangements - Telephone System, Mobile phones.

Headteacher/School Leader - Initial contact with the emergency services

Deputy Headteacher - Liaison with parents

Teachers (on a rotating basis) – Pupil Control

Signal for lockdown - Klaxon

Signal for all-clear - Verbal confirmation from SLT/Caretaker

Lock Down Check List:

1. Ensure all pupils are inside
2. Secure all entrance points to the school
3. Dial 999 for each emergency service required
4. Ensure all staff members take action to increase protection from further danger
 - a) Block access points
 - b) Sit on the floor, under tables or against walls
 - c) Keep out of sight and pull blinds to avoid detection
 - d) Put mobile phones on silent
 - e) Turn off lights and computers
 - f) Stay away from windows and doors
5. Ensure that all staff and pupils are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe
6. Check for missing or injured staff members and pupils if it is safe to do so
7. Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services