

### **Lockdown Policy and Procedures**

- This document is a statement of the aims, principles and strategies detailing Lock Down procedures for the premises. Staff should ensure that they are familiar with these procedures.
- **This policy sits within the Hambrough Primary School suite of safeguarding policies and as such will be reviewed by the safeguarding group, who are also responsible for monitoring the policy.**
- This policy takes into account the **United Nations Convention on the Rights of the Child:**
  - Article 2: All children have these rights, no matter who they are, where they live.....
  - Article 3: All adults should do what is best for you.
  - Article 28: You have the right to a good quality education.

Global Goals:

- Global Goal 3: Good Health & Well-Being.
- Global Goal 4: Quality Education.

#### **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 is not able to 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 of the premises due to, for example, near-by 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 is to take place immediately on hearing the school bell ring (intermittent bell).**

#### **Procedures:**

- These signals will activate a process of children being ushered into the school building , where they are exposed outside, on school grounds, as quickly as possible and the locking of the school's offices, all outside doors where it is possible to remain safe;
- 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;
- Children, staff and visitors 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 bell goes. If a class is in the hall from where their classroom is they are to go to one of the nearest rooms;
- If practicable staff should notify the front office or SLT by phone or email that they have entered lock-down and those children not accounted for.

## **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

- Staff to support children in keeping calm and quiet;
- Staff to remain in lockdown positions until informed by key staff e.g. SLT, Chair of Governors or Office Staff in person that there is an all clear;
- Lock Down Procedures;
- As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

### **Staff Roles:**

- Front office staff ensure that their office(s) are locked and police called if necessary;
- Caretaker locks the school's front doors and entrances;
- Individual teachers/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors in KS2/KS1/FS.

### **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/ App
- 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 as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Lockdown drills**

Lock down drill will take place each term (three times) to ensure everyone knows exactly what to do in such a situation. Monitoring of drill will take place and debriefed to staff so improvements can be made.

### **Review**

This policy and procedures will be reviewed annually as a part of Health and Safety procedures.

## Lockdown- Summary of procedures

Management and Control	
Nominated person	Responsibility
Headteacher	Initial contact with the emergency services
Deputy headteacher	Liaison with parents
Teachers (on a rotating basis)	Pupil control

Signals	
<b>Signal for lockdown</b>	X5 10 second bursts of the school bell.
<b>Signal for all-clear</b>	X1 30 second blast of the school bell.

Lockdown	
<b>Specified assembly points</b>	Classroom, Offices, School Hall
<b>Entrance points</b>	Main School Entrance
<b>Communication arrangements</b>	<ul style="list-style-type: none"> <li>• Telephone System</li> <li>• email</li> <li>• Mobile phones</li> <li>• Website</li> </ul>

Lockdown Plan				
Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are inside.	<input type="checkbox"/>		
2.	Secure all entrance points to the school.	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>		
4.	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> <li>• Block access points.</li> <li>• Sit on the floor, under tables or against the wall.</li> <li>• Keep out of sight and pull blinds to avoid detection.</li> <li>• Put mobile phones on silent</li> </ul>	<input type="checkbox"/>		
5.	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe.	<input type="checkbox"/>		
6.	Check for missing or injured staff members and pupils if it is safe to do so.	<input type="checkbox"/>		
7.	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		

## **LOCK DOWN PLAN**

<b>Step</b>	<b>Initial response</b>
<b>1.</b>	Ensure all pupils are inside.
<b>2.</b>	Secure all entrance points to the school.
<b>3.</b>	Dial 999 for each emergency service that the incident requires.
<b>4.</b>	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"><li>• Block access points.</li><li>• Sit on the floor, under tables or against the wall.</li><li>• Keep out of sight and pull blinds to avoid detection.</li><li>• Put mobile phones on silent</li><li>• Turn off lights and computers.</li><li>• Stay away from windows and doors.</li></ul>
<b>5.</b>	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe.
<b>6.</b>	Check for missing or injured staff members and pupils if it is safe to do so.
<b>7.</b>	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.

