

## Lockdown Policy & Procedures

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### Lockdown Policy & Procedures

#### 1. Rationale

- 1.1 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.
- 1.2 A lockdown is implemented when there is a serious security risk of the premises, for example, near-by potential terror-related incidents, chemical spillage, proximity of dangerous animals, serious weather conditions or attempted access by unauthorised persons intent on causing harm/damage.
- 1.3 A lockdown may be deemed the most appropriate course of action if an emergency situation occurs outside the school grounds and which renders an evacuation unsafe. Staff and pupils would be expected to stay in a safe area inside until advised otherwise by the emergency services.

#### 2. Notification of Lockdown

- 2.1 The decision to enter into a lockdown situation should be taken by the Headteacher, or in their absence, the Deputy Headteachers, DSL & School Business Manager. In the event that these persons are non-contactable, then the decision can be made by any member of SLT. **The Premises team and school staff will then initiate the lockdown protocols**
- 2.2 Staff will be notified that lockdown procedures are to immediately take place on hearing over the school Tannoy system the words **'Lockdown, Lockdown, Lockdown'** then a **short burst of the emergency alert sound.**

#### 3. Lockdown Procedures

- 3.1 These signals will activate a process of students and staff securing themselves in a safe location as quickly as possible in the nearest classroom and the locking of the school's offices, fob connecting doors and all outside doors where it is possible to do so and remain safe.
- 3.2 At the given signal, children will remain in the room they are in and staff will ensure that windows and doors are closed / locked and screened where possible. Children should be positioned away from possible sightlines from external windows / doors. Lights, Smart boards and computer monitors should be turned off. If appropriate, staff and students should take shelter under tables.
- 3.3 Children or staff not in class for any reason will proceed to the nearest classroom and remain with that class and class teacher e.g. children using toilets, when the signal sounds.

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- 3.4 Students in the playgrounds for instance during PE lessons, or break and lunchtimes, should make their way to the school dance studio/ gym or the nearest classroom and the accompanying staff should then secure the space as outlined above.
- 3.5 Kitchen staff should secure all external doors, if safe to do so, before positioning themselves out of sightlines
- 3.6 All staff are to support children in keeping calm and quiet.
- 3.7 No one should move around the building until the lockdown procedure has ended.
- 3.8 Staff must remain in lockdown positions until the Senior Leadership Team inform staff that either there is an all clear or **via the Tannoy system** and that lockdown procedures have ended, or told that there is a need to evacuate the building. This will be communicated in line with the standard evacuation procedures outlined in the Fire Evacuation policy.
- 3.9 As soon as possible after the lockdown teachers and staff should return to their base classrooms / offices. Teachers should conduct a register of pupils and notify the office immediately of any pupils not accounted for.
- 3.10 Support staff line managers should also establish the presence of their team members and notify any absences to the office immediately.

### 4. Staff Roles

- 4.1 Admin office staff ensure that their office(s) are locked and police called if necessary.
- 4.2 Support staff should enter the nearest room and ensure that the room is secured as outlined above
- 4.3 Premises staff members should lock the school's main external doors and entrances.
- 4.4 A member of the I.T team and a member of SLT should monitor the school cameras and communicate relevant safety information to staff via the radio system on 'Channel 2'
- 4.5 All SLT to ensure that their radios are on their person and switched on to listen for instructions.
- 4.6 Catering staff to secure catering entrances / exits.
- 4.7 Individual teachers / support staff / TAs lock / close classroom & office door(s) and windows.
- 4.8 Staff close to main external doors should lock doors from inside.

**INDIVIDUAL STAFF CANNOT LEAVE THE PREMISES DURING LOCKDOWN WITHOUT AGREEMENT OF THE HEADTEACHER or DEPUTY HEADTEACHER / SBM**

### 5. Communication with parents / carers/ students & staff off site

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- 5.1 If necessary, parents/carers will be notified of a lockdown as soon as it is practical to do so via the school's established communication network – website / text message / email. Guidance will be sought from the emergency services as to when to convey this information.
- 5.2 Depending on the type and severity of the incident, parents/carers may be asked NOT to collect their children from school, as it may put them and their child at risk.
- 5.3 Pupils will not be released to parents/carers during a lock down.
- 5.4 Parents/carers will be asked not to call the school as this may tie up emergency lines.
- 5.5 If the end of the day is extended due to the lock down, parents/carers will be notified and will receive information about the time and place pupils can be collected from office staff or emergency services.
- 5.6 Staff & students off site, for instance on trips etc. will be contacted by the admin team informing them of the lockdown situation and the need to remain clear of the school until it is safe to return.

### 6. Lockdown drills

- 6.1 Lockdown practices will take place on a regular basis to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place, followed by a debrief as appropriate, to staff/pupils and parents/carers so improvements can be made.

### 7. Review

- 7.1 This policy will be reviewed annually