



# Lockdown Procedure

**Person responsible: Head teacher**

**Ratified by the governing body: Autumn 2020**

**Date for review: Autumn 2022**

A handwritten signature in black ink, which appears to read 'Anne-Marie Renshaw'. The signature is written in a cursive style.

**Reverend Anne-Marie Renshaw**

**Chair of Governors**

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, a reported incident/civil disturbance in the community or attempted access by unauthorised persons intent in causing harm/damage.

Notification of Full Lockdown
Staff will be notified that lock down procedures are to take place immediately on hearing the school bell rung. Headteacher will move along the corridor with the bell. Office manager to alert adults in the hall and in the cabin by walkie talkie. If children are outside playing, they will be alerted by the school bell.

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

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 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. Any mobile phones are put on silent mode.
3. Children or staff not in class for any reason will proceed to their classroom as quickly as possible.
4. If practicable staff should notify the main office 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 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 reception immediately of any pupils not accounted for.

**Staff Roles:**

1. Office manager/finance officer to ensure that the front door is locked and police called if necessary.
2. Head teacher to lock the other entrances.
3. Individual teachers/ LSA's lock/close classroom door(s) and windows. Nearest adult to check exit doors.
4. Staff in lodge to make sure lock is on
5. Staff in staff room to close blinds and turn off lights
6. Catering manager to close windows and turn off lights

**Communication with parents:**

If necessary parents will be notified as soon as it is practical to do so via classlist. For those not on classlist this will be by phone call.

Parents will be told:

*'The school is in a full lockdown situation. During this period the phone 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.

