

Rationale

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 is 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 alerted to the activation of the lockdown procedure through the lockdown alarm. On hearing the alarm they should either attempt evacuation of outside areas to a safe location in the school building or lockdown their classrooms depending on their location.

Procedures:

1. This alarm will activate a process of children being ushered into the school building if on the playground as quickly as possible and the locking of the school's offices, locking the front door and closing/locking all external doors and windows.

- If in the library, changing rooms, swimming pool, Hide or outside areas move quickly to the hall.
- Kitchen staff to make the kitchen secure and turn off appliances and move into the hall locking the connecting door.
- Office staff, Head and Deputy to secure the Office and Staffroom area with one member of staff checking the hall emergency exit and hall back door.
- The school office will immediately alert and then maintain communication with the Emergency Services

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, Smartboards and computer monitors to be turned off. Staff should encourage the pupils to keep calm and be quiet and still.

3. Children or staff not in class for any reason will proceed to the nearest occupied classroom, the hall or office area and remain with that class and class teacher e.g. children using toilets when siren goes.

4. If practicable staff should notify the front office by phone/email that they have entered lock down and those children not accounted for.

5. Staff to remain in lockdown positions until informed by Senior Leadership Team that lockdown has finished.

6. 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.



If a situation arises where an adult discovers possible danger from an intruder and no alarm has been sounded then they must seek to remove children from the imminent threat taking the best course of action available at that moment. If they are able to, they should alert others as quickly as possible and call the Emergency Services.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN.

Other Emergency Procedures

These would be put in place to respond to situations that do not warrant a dynamic lockdown. These could include:

- Civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- Warning of an environmental risk such as air pollution (smoke plume, Gas cloud etc.).

The use of the Lockdown alarm and procedure would not be applied to these types of emergencies as there would be time to communicate specific information to staff and take appropriate action as follows:

- All outside activity should cease immediately, pupils and staff should return to the building.
- All staff and pupils remain in the building with external doors and windows locked closed.
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff
- Once all staff and pupils are safely inside and the school secured, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

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 – website/ GroupCall / telephone
- 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.