

Lock Down Policy and Procedures

Created by	J Scott
Reviewed	May 2023
Next Review	May 2025

Rationale

As part of our Health and Safety policies and procedures, the school has developed a Lockdown Policy to be used in the event of an emergency that necessitates a full or partial lockdown of the site.

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, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent on causing harm/damage.

Notification of Lockdown

Staff will be notified that lockdown procedures are to take place immediately on hearing

5 x 3 second bursts of the school bell.

Admin team will use walkie-talkies to advise staff working outside which building to retreat to (dependent upon where the threat is identified.)

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 **5x3 bell signal** will activate the Lockdown process where all children, staff and visitors should move into the school building as quickly as possible. Doors to classrooms, offices, connecting doors and all outside doors should be locked (where possible), windows closed and blinds drawn (if safe to do so).
 2. At the given signal, children remain in the room they are in. Staff should ensure windows and doors are closed/locked and screened where possible, and that children are positioned away from sightlines through external windows/doors. Lights, interactive whiteboards and computer monitors should be turned off. Mobile phones to remain 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.
 - 3a. Staff and children using the Sports Hall should close doors and move away from external doors/ sight lines. If safe to do so, and dependent on threat, the supervising adult can move children to the changing facilities.

3b. Staff and children using the Junior Assembly Hall should close doors and move away from external doors/ sight lines. If safer to do so, the supervising adult should move children to the Junior Kitchen and secure the door. Again all individuals should be kept out of sight and away from windows

3c. Staff and children using the Infant Assembly Hall should move to the infant library area/ nearest classroom away from sightlines. Supervising adult should do a dynamic Risk Assessment to decide the safest area to retreat to.

3d. All outside activity to cease immediately on hearing the **5x3 signal**. Admin will advise staff via walkie-talkie which building to retreat to.
Children, staff and visitors should return to the building as quickly as possible and all external doors are to be locked. Individuals should remain in 'lockdown' in the nearest safe place to where they have entered the building.

3e. Admin/ Reception staff to move to infant office/ junior reception office to sound the alarm and keep themselves out of sight.

3f. Catering Staff to lock all doors to the kitchen, close the shutter, remain in the kitchen and turn off lights and all equipment.

If practicable, staff should notify the business team using their personal mobile phone (walkie-talkie in EYFS) that they have entered lockdown and identify any children not accounted for.

4. Staff to support children in keeping calm and quiet.
5. During lockdown, individuals cannot sign out or leave the building and no-one will be allowed to enter until the all clear is received
6. Staff to remain in lock down positions until informed in person by key staff e.g. SLT, Business Team, Chair of Governors or Office Staff that there is an all clear.
7. As soon as possible after a lockdown, teachers should return to their classrooms and conduct a register notifying admin staff immediately of any pupils not accounted for.

Staff Roles:

1. **School administrator/ receptionist** in each school to ensure that offices are locked (where possible) and **5x3** alarm raised.
2. **SLT** to advise emergency services if necessary.
3. **Supervising adult** to lock/close classroom door(s) / windows and draw blinds if safe to do so. If not in a classroom when the alarm is raised they should direct children as appropriate to move inside the building or to safer areas within the building as per this policy and summarised in Appendix A.
4. **Nearest adult to check and secure exit doors.**

Communication with parents:

If necessary parents will be notified, as soon as it is practical to do so, that the school is 'in Lockdown'. This communication will be sent by the admin/ business team via the school's established communication network - text and ParentMail

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 lockdown.

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 a lockdown, parents will be notified and will receive information about the time and place pupils can be collected by office staff or emergency services.

A letter will be sent to parents on the nearest possible day following any serious incident, to inform them of the 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 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.

Management and Control	
Nominated person	Responsibility
SLT in charge	Initial contact with the emergency services
Admin Team	Trigger ParentMail communication to parents
Teachers / supervising adults	Pupil control

Signals	
Signal for lockdown	5x3 second bursts of the school bell.
Signal for all-clear	Staff advised in person by SLT, Business Team or Chair of Governors school is 'all clear'

Lockdown	
Specified assembly points	Classroom, Offices, School Halls
Entrance points	Main School Entrances
Communication arrangements	Telephone System – generic VM Walkie Talkies
Notes	

Lock Down 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"> Block access points. Sit on the floor, under tables or against the wall. Keep out of sight and draw blinds/curtains to avoid detection. Keep mobile phones on silent Turn off lights and computers. Stay away from windows and doors. 	<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"/>		
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Review

This policy and procedures will be reviewed every 3 years as a part of the School's Health and Safety procedures.

Policy author: Jonathan Briggs/Jodie Scott

Date: May 2023

Governor Ratification:

Date: _____

Signed: _____

Name: _____

To be reviewed May 2026

APPENDIX A - KEY ACTIONS FOR COLLEAGUES IN LOCK DOWN SCENARIO

Staff will be notified that lockdown procedures are to take place immediately on hearing **5 x 3 second bursts of the school bell.**

Admin team will use walkie-talkies to advise staff working outside which building to retreat to (dependent upon where the threat is identified)

5x3 means move to safety

Remember to:

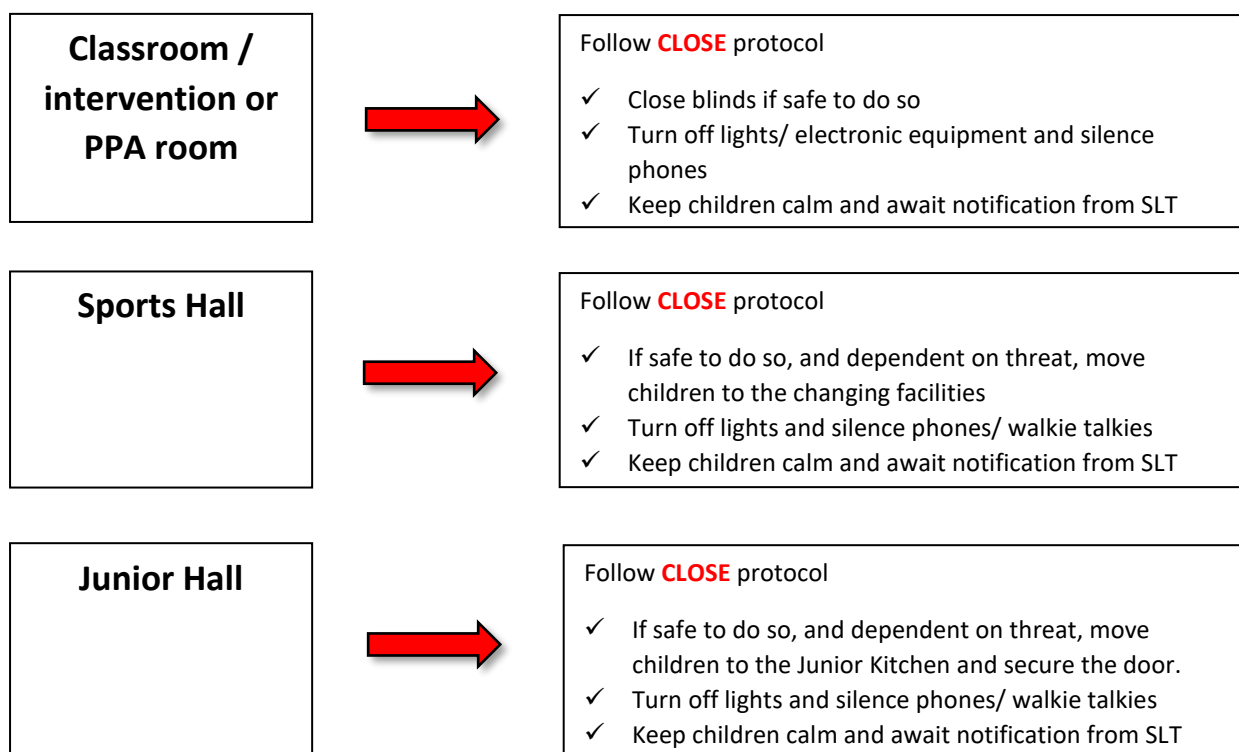
Close all windows and doors






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



Infant Hall		<p>Follow CLOSE protocol</p> <ul style="list-style-type: none"> ✓ If safe to do so, and dependent on threat, move children to the infant library/ nearest classroom and secure the door. ✓ Turn off lights and silence phones/ walkie talkies ✓ Keep children calm and await notification from SLT
Outdoor Activity		<p>Follow CLOSE protocol</p> <ul style="list-style-type: none"> ✓ Cease activity immediately and move into the building using the nearest safe entrance – you will be advised via walkie talkie where the threat is located ✓ Secure the external door behind you ✓ Move to the nearest safe place (dependent upon where you have entered the building) ✓ Turn off lights and silence phones/ walkie talkies ✓ Keep children calm and await notification from SLT
Admin/ Reception Team		<p>Follow CLOSE protocol</p> <ul style="list-style-type: none"> ✓ If safe to do so, and dependent on threat, move to infant office/ junior reception office to sound the alarm and keep out of sight ✓ Turn off lights and silence phones/ walkie talkies ✓ Await notification from SLT
Kitchen/ Catering team		<p>Follow CLOSE protocol</p> <ul style="list-style-type: none"> ✓ Close shutters ✓ Turn off all equipment/ lights and silence phones/ walkie talkies ✓ Await notification from SLT
Business Team/ SLT		<p>Follow CLOSE protocol</p> <ul style="list-style-type: none"> ✓ Advise emergency services of lock down ✓ Turn off all equipment/ lights and silence phones/ walkie talkies ✓ Await notification from SLT