

Lockdown Procedure/Policy (Securing the school site)



Greenfields
Community Primary
School

Rationale

As part of our wider Health and Safety procedures, Greenfields has a Lock down procedure. 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 as safe as possible in situations where there is a hazard in the school grounds, directly outside the school or in the near vicinity. A lockdown will be implemented when there are serious security risks for the premises due to (for example, although not limited to): nearby chemical spillage, proximity of dangerous animals, serious weather conditions, attempted access by unauthorised persons intent in causing harm/damage or known terrorist activity in the area.

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing sounding of the school's lock down alarm, a long single sound through the same system as the fire alarm (but not the same sound).

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 that you may be in lock down for some time

1. The school alarm will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's offices, connecting doors and all outside doors where it is possible to do so.
2. At the given signal, children and staff should remain in the room that they are in. Staff will ensure the windows and doors are closed. Blinds, if available, should be pulled to screen the view. Children should be positioned well away from sightlines from doors and windows. Lights, smartboards and computer monitors should all be turned off immediately and mobile phones should be put on silent mode. In the event that classrooms are not deemed safe the main hall will be used. This will be the case at playtime and lunchtime.
3. Children or staff not in their classroom for any reason will proceed to the hall OR to the nearest occupied classroom and remain with that class and class teacher.

AT THIS POINT, NO ONE SHOULD MOVE ABOUT THE SCHOOL

4. Staff to support children in keeping calm and quiet.
5. Staff should remain in lock down positions until informed by a member of the school's leadership team in person that there is an all clear.
6. As soon as possible after the lockdown, teachers should return to their home classrooms and conduct a register notifying the office immediately of any pupils or staff not accounted for.

Key Staff roles

1. Office staff to ensure that connecting doors to the main corridor are secured and call emergency services. Where possible, office staff should remain together in the SLT office. If this is not possible the main office will be used.
2. Office team, Headteacher or Site Manager to lock the school's front door.
3. Individual teachers/room leaders and support staff to close classroom windows and secure all external doors. Nearest adult to check other doors.

Communication with parents

If necessary and possible, parents will be notified as soon as it is practical to do so via the school's established communication network (Reach More Parents). The message to parents will be as follows:

'The school is in a full lockdown situation. During this period the school office and entrances will be un-manned, external doors locked and nobody allowed in or out. Please do not call the school as this may block phone lines.'

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.

If the end of the school 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 the emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the 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 at least 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.

Review

This policy and procedures will be reviewed annually as a part of the School's safeguarding practice.