



Lock Down Policy and Procedures 2017 - 2018

Rationale

As part of our Health and Safety policies and procedures the school has a Lock Down 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 or attempted access by unauthorised persons intent in causing harm/damage.

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing 3 long blasts of an air horn.

Classes respond to the signal by repeating 3 long blasts on the classroom designated air horns.

Procedures:

Follow the CLOSE procedure:

Close all windows and doors, close blinds

Lock up, where doors have a thumb turn they should be locked an unturned table to be placed against each exit door.

Out of sight and minimise movement

Stay quiet 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/ shutters 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. Mobile phones are put 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.
4. If practicable staff should notify the front pastoral/ reception 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 Management Team, Chair of Governors 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 staff to ensure that the office is locked and police called if necessary.
2. Head or site supervisors lock the school's front doors and entrances.
3. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.

From time to time, staff may be confronted by an intruder in the school grounds, or may need to confront someone who does not appear to have any legitimate reason for being on our premises. In such a case, you should use the following procedure:

1. When confronting an intruder, take another staff member with you.
2. Ask a third staff member who is not involved to call the office who should inform the Head Teacher immediately.
3. Determine who will initiate contact with the intruder and who will be the back-up person. If possible include a third staff member so that you can actually form a triangle around the intruder. This will put you in a stronger defensive position.
4. Use a system of non-verbal communications or hand signals using just one hand. For example:
 - a. 1 finger = back-up staff member may leave
 - b. 2 fingers = back-up staff member should stay on the scene
 - c. 3 fingers = both staff members should break off contact and leave when safe to do so
 - d. fist = presence of a potential weapon. Both staff members should break off contact and leave when it is safe to do so.
5. Attempt to direct the intruder to the main office. Use casual conversation or body language to calmly direct the situation.
6. If the intruder refuses to cooperate, do not escalate the situation. Leave, call the police and report the situation to the Head Teacher immediately.



7. If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon.

- a. Back away slowly and leave the area.
- b. Both of your hands should be up with your palms facing the intruder while slowly backing.

8. As soon as it is safe to do so, report the situation to the Headteacher.

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 - text 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 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.

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 Health and Safety procedures.