

## St Martin's Primary School

### Lockdown Policy and Procedure



#### **Rationale**

As part of our Health and Safety policies and procedures, the school has a Lockdown Policy.

All schools should consider the need for a robust and tested school lockdown procedure. Lock down procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. These should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lockdown procedures may be activated in response to any number of situations. Some of the more typical reasons might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school);
- A warning being received locally of air pollution (smoke plume, gas cloud etc.) or chemical spillage;
- A major fire in the vicinity of the school;
- Serious weather conditions;
- Attempted access by unauthorised persons intent on causing harm/damage;
- The close proximity of a dangerous dog roaming loose.

#### **Notification of lockdown**

Staff will be notified that lockdown procedures are to take place immediately on hearing whole school tannoy "There is a lock down, please stay in your classroom". If children are outside there will be one continuous bell to come in.

#### **Procedures:**

Follow the **CLOSE** procedure:

- Close all windows and doors
- Lock up
- Out of sight
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lockdown for some time

Front door Phase 1, 2, 3, doors are on magnetic locks.

Phase 1 classrooms have thumb locks inside.

Key staff on corridors responsible for ensuring exit doors are closed after lunch.

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 stay safe.
2. At the signal, children should remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible. Children should be positioned away from possible sightlines (e.g. round a corner or under tables) from external windows/doors and blinds should be pulled down. Lights, Smart boards and computer monitors should be turned off. Mobile phones must be on silent mode. Communication may be made via internal email if appropriate.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain in that class with that class teacher e.g. children using toilets when lockdown procedure is engaged.
4. If practicable, staff should notify the office by phone if there are children who are not accounted for.

#### **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

5. Staff should support the children in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed over the tannoy or in person, by key staff e.g. Senior Leadership Team, Chair of Governors or Office Staff in person that there is an all clear.
7. As soon as possible after the lockdown, teachers return to their classrooms and conduct a register and notify immediately of any pupils who are not accounted for.
8. **At any point during lockdown the fire alarm may sound – this remains a cue to evacuate the building.**

#### **Staff Roles:**

1. School offices must be locked and police called if necessary (Head Teacher/Deputy Head to decide if this is necessary)
2. Head or caretakers to lock the school's front doors and entrances and then head to Office.
3. Individual teachers/HLTAs/LSAs to lock or close classroom door(s) and windows. Nearest adult to check exit doors.
4. Catering Staff to lock back door to kitchen and shutters if open and switch off lights.

#### **INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PROIR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING**

#### **Communication with parents**

If necessary, parents will be notified as soon as practical via the school text system. Parents will be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare and that it is doing everything possible to ensure their safety;
- Do not need to contact the school. Calling could tie up telephone lines that are needed for contacting emergency providers;
- Do not come to the school. They could interfere with emergency provider's access to the school and may put themselves and others in danger;
- Wait for the school to contact them about when it is safe for them to come and collect their children and where this will be from.

Parents will be told:

'...the school is in a full lockdown situation. During this period the switchboard and entrances will be unmanned, 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 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 the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up via the text communication system from school staff or by 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.

### **Lockdown Drills**

Lockdown 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.

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