

St John's Church of England VA Primary School



Lockdown Procedure

Agreed by Headteacher, Business and Site Managers

Agreed: June 2023

Review: June 2026

LOCKDOWN PROCEDURE

This procedure forms part of the St John's Health and Safety Policy and Procedures.

Planning for emergencies can save lives. It can prevent an incident getting worse, provide confidence to staff, governors, parents, carers, and pupils and enhance the school's reputation as a safe place in which to learn and work.

The safeguarding of pupils and staff is paramount.

Background

On exceedingly 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 or around the school grounds or outside the school in the local vicinity.

A 'lockdown' will be implemented in the following circumstances and any other unforeseen security/safety incident potentially affecting the premises or persons within:

- Attempted access from unauthorised person(s)
- Report of a weapon
- Someone being unstable or out of control
- Serious weather conditions
- Proximity of dangerous animals
- Local chemical spillages

Notification of Lockdown

Staff will be notified that lockdown procedures are to take place immediately on hearing a 10 second burst of the school bell.

Procedures:

Follow the **CLOSE** procedure:

- Ensure everyone returns into the building if outside
- Close and lock all doors and windows
- Close all blinds
- Stay out of sight and minimise movement (ground level where possible)
- Stay silent and avoid drawing attention
- Ring the emergency services where safe to do so
- Endurance. 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/ blinds where it is possible to remain safe.
2. All 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 any possible sightlines from external windows/doors. Lights, Smart boards, and computer monitors are 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, remain with that class, and class teacher e.g., children using toilets when lockdown procedure is engaged.
4. When practical, one member of staff from each classroom should notify the Senior Management Team by using the schools WhatsApp New Work Group that they have entered lock down and identify those children not accounted for or extra children in their classroom.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

1. Staff to support children in keeping calm and quiet.
2. Staff to remain in lock down positions until informed by key staff e.g., Senior Management Team, Chair of Governors, Site Manager or Office Staff in person that there is an all clear.
3. If children are in different settings e.g. Hall, P.E. they are to remain in that setting.
4. As soon as possible after the lockdown teachers are to return to their own classrooms and take a register and notify the Office immediately if pupils are missing.
5. Nurture Room children and staff to make their way to the opposite classroom.

Staff Roles

1. School Office to ensure that the office is locked, and police called if necessary.
2. Site Manager to lock the school's front doors and entrances.
3. Headteacher to communicate with staff via WhatsApp group.
4. Individual teachers / TAs lock /close classroom door(s) and windows. Nearest adult to check exit doors. Communicate by WhatsApp New Work Group to confirm the whereabouts of all the children.

Communication with parents

Parents will be notified as soon as it is practical via SCOPAY or text message.

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 will 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 school 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 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 the context of the lockdown and to encourage parents to reinforce the importance of following procedures in these exceedingly rare circumstances.

Lockdown 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 every three years as a part of the School's Health and Safety procedures.