



# LOCK DOWN PROCEDURE

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## Lock Down Policy and Procedures

### **Rationale**

All schools should consider the need for robust and tested school lock down procedures.

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. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

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 in causing harm/damage.

### **Notification of Lockdown**

Staff will be notified that lock down procedures are to take place immediately when an A4 red card is brought to their door by a member of staff with CLOSE printed on it.

**CLOSE**



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

- The above signal (A4 red card with CLOSE) will activate a process of children being ushered into the school building as quickly as possible if they are outside and the locking of the school's connecting doors and all outside doors/ blinds where it is possible to remain safe.
- At the given signal, the children remain in the room (or hall) they are in and the staff will ensure the windows and doors are closed/locked and blinds closed 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.
- Children, adults 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.
- Individual teachers /TAs lock/close classroom door(s) and windows.
- No adult or child to leave the room for any reason whilst in lock down
- Staff on PPA to lock down in the PPA room; remaining quiet with no kettles on
- Catering Staff to close the shutter to kitchen and turn off lights
- If practicable staff should notify the front reception and Headteacher by email via that they have entered lock down and identify those children not accounted for and of any extra children who are now in lockdown in their room with them.

**NO ONE SHOULD MOVE ABOUT THE SCHOOL**

- Staff to support children in keeping calm and quiet.
- Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team or Office Staff in person that there is an all clear.
- 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. Headteacher (or Business Manager in their absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
- Head or School Business Manager to call police and Local Authority if necessary (LA phone number on display in the main office).
- If a class is out of school e.g. at the leisure centre, church or on a trip office staff will call the class teacher and warn them that school is in lock down. Advice will be given as to when it is safe to return to school.
- Individual teachers/TAs close classroom door(s) and windows.



- Teachers will keep a calm atmosphere in the classroom, the children engaged in a quiet activity or read a story and keep alert to the emotional needs of the pupils.
- Do not allow anyone out of the classroom during a lockdown under any circumstances.

### **Communication with parents**

If necessary parents will be notified as soon as it is practical to do so via text through our Parent Mail communication system.

Parents will be told:

'..The school is in a full lockdown situation. During this period the phones must not be used 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 the 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**

The governing body reviews this policy every three years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

The National Counter Terrorism Security Office produced guidance for Developing Dynamic Lockdown Procedures for School Leaders. It can be found at the website above.

<https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>



## Lockdown Plan

Lockdown Plan	
<b>Staff responsibilities</b>	
<b>Headteacher</b>	Contact emergency services
<b>Other staff members</b>	<ul style="list-style-type: none"> <li>• Deputy headteacher: communicate with parents</li> <li>• Teachers and support staff: stay with pupils</li> <li>• Site manager: ensure all access points are secured</li> </ul>
<b>Signals</b>	
<b>Lockdown signal(s)</b>	<ul style="list-style-type: none"> <li>• A4 red card is brought to their door by a member of staff with CLOSE printed on it.</li> <li>• Internal message/email systems</li> <li>• Word of mouth</li> </ul>
<b>All clear signal</b>	<ul style="list-style-type: none"> <li>• <i>Email sent to all staff</i></li> </ul>
<b>Evacuation signal</b>	<ul style="list-style-type: none"> <li>• Fire alarm</li> </ul>
<b>Lockdown</b>	
<b>Assembly points</b>	<ul style="list-style-type: none"> <li>• Lock down - Classrooms</li> <li>• Evacuation – Fire assembly points.</li> </ul>
<b>Entrance and exit points</b>	<ul style="list-style-type: none"> <li>• All windows and doors to be closed and locked wherever possible</li> </ul>
<b>Bringing pupils inside</b>	<ul style="list-style-type: none"> <li>• Children meet at class assembly points and are lead into their classrooms by teachers</li> <li>• Teachers conduct register to ascertain if any children are missing.</li> </ul>
<b>Steps to increase protection from danger</b>	<ul style="list-style-type: none"> <li>• Lock and screen doors</li> <li>• Position children away from sightlines from external doors and windows, for example under a desk</li> <li>• Turn off lights and monitors</li> <li>• Ensure mobiles phones and electronic devices are on silent, or turned off</li> </ul>



<b>Internal communication</b>	<ul style="list-style-type: none"> <li>• Staff email system</li> </ul>
<b>Communication with parents</b>	<ul style="list-style-type: none"> <li>• Communication via ParentMail</li> </ul>
<b>Additional notes</b>	

<b>Lockdown Checklist</b>			
<b>Step</b>	<b>Check</b>	<b>Time</b>	<b>Signed</b>
Use signal to initiate lockdown			
Ensure pupils are inside			
Secure entrance points			
Contact emergency services			
Ensure staff take action to increase protection from danger <i>[you could list specific actions that you will take in your school here, such as turning off lights and locking internal doors]</i>			
Make sure pupils and staff are aware of exit points			
If safe, check for missing pupils or staff			
Remain inside until all clear has been given or told to evacuate			

Written:

Next review date: