



Holy Trinity C of E Primary School

Lockdown Policy and Procedures

Signed by Chair..... Date.....

School Vision

Isaiah 43:4 “You are precious and honoured in God’s sight”

At Holy Trinity we believe that all people are precious and honoured in God’s sight. From this belief comes a desire for all in our care and in our partnerships to experience life in all its fullness, as promised by Jesus. We acknowledge the need to work together to ensure that we remain safe in God’s world.

Rationale

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

What is lockdown?

A lockdown is implemented when there are serious security risks for the school 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.

As a primary school with a relatively large site including a main building, a library / community room situated in a mobile classroom, a two storey extension that is separate from the main building and a large expanse of fields to the rear, we have a number of challenges to overcome.

On very rare occasions, it may be necessary to lockdown 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.

It is unlikely that our school will ever need to implement a real lockdown but it is important for us to have arrangements in place to deal with such a situation.

Parents/carers need to be informed when teaching is taking place on this subject so they can prepare for any possible impact this may have on their children.

Routinely informing parents/carers of the procedures can reassure them that Holy Trinity is prepared and able to look after their child.

Methods of informing parents/carers about preparing for emergencies could involve:

- Including information within the school newsletter;
- Updating the **Policies** section on the school website;
- Distributing information at parent/carer evenings,
- Sending a letter home via pupils.
- Emailing parents relative information

How is this emergency response different to fire and bomb drills?

In the case of a fire or similar emergency the children and staff are taught how to leave the building quietly and safely.

In a lockdown, they need to learn almost the opposite, to actually get inside the building as quickly and safely as possible and to stay there until the threat is removed or, in extreme circumstances, to leave if an intruder gains entrance to the school building.

Notification of Lockdown

Staff will be notified by **a whistle**.

Review

This policy and procedure document will be reviewed annually as a part of the School's Health and Safety procedures.

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 you may be in lockdown for some time

1. The above notification 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 where it is possible to remain safe.
2. Children will remain in the room they are in and the staff will ensure the windows, blinds and doors are closed/locked where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Staff mobile phones should be kept on their persons but put on silent mode and vibration switched off.
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 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 are to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed by key staff e.g. Head Teacher, Senior Management 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 the school office immediately of any pupils not accounted for.

The Nest (Mobile)

Only if it is safe to do so, the children, visitors and staff in the mobile should be moved into the main school building by use of the side entrance.

If it is deemed unsafe then it is recommended that desks be tipped onto their sides with desktops facing out, and all desks placed in a circle, with students/staff locating within the circle, down on the floor below the top edge of the desk.

The Hive (Cabins)

Only if it is safe to do so, the children, visitors and staff in the cabins should be moved into the main school building by use of the side entrance.

If it is deemed unsafe then it is recommended that desks be tipped onto their sides with desktops facing the windows with students/staff locating behind the tables, down on the floor below the top edge of the desk. Blinds should be drawn and lights turned off.

Staff Roles:

1. School administrators to ensure that the school office is locked and police called if necessary. An incident log (see School Emergency and Business Continuity Plan) should be commenced.
2. Business Manager or Site Manager lock the school's front doors and all entrances if it is safe to do so.
3. Individual teachers and support staff lock/close classroom door(s), blind(s) and windows.
4. Nearest adult to check exit doors.

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 – i.e. Parent text messaging service.

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 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 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 the context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

End of Lockdown

Only when notified by senior staff or the Police that the incident is over and it is safe to return to normal school activities should children and staff leave the place of safety.

Lockdown drills

Lockdown practice will take place at least once a year (within the first term) 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.