Review date – December 2027

Trust mission

Growing in faith, serving with love, transforming our world: together in Christ.

God shines within our hearts.
Jesus walks by our side.
The Holy Spirit Gives us strength.

Lock Down Policy and Procedures

Rationale
This policy forms part of our 'Health and Safety' and 'Emergency Planning' procedures.
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.
Lockdown procedures may be activated in response to any number of situations, these may be:
- **A reported incident or disturbance in the local community.**
- **An intruder on the site**
- **A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)**
- **A major fire in the vicinity of the school**
- **The close proximity of a dangerous dog**

Notification of Lockdown
Staff will be notified that lock down procedures are to take place immediately on hearing an 'alarm siren' . If children are outside, they will be notified by a continuous high pitched alarm.

The Midday Supervisor will take responsibility for this.
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 lock down for some time

Step by Step guide to Lockdown
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 where it is possible to remain safe.
2. If children are outside, staff will bring them back into their classrooms via the nearest door/fire exit. Senior leaders will ensure that fire exits in their departments are open to enable staff and children quick access back into the building. These doors will then be immediately closed and locked by the appropriate member of SLT.
3. When in classrooms, teachers will lock their classroom doors and close any windows that may be open. Lights, Smart boards and computer monitors are to be turned off. Mobile phones must be put on silent mode. In cases where classrooms have glass doors, staff may barricade the door e.g. by using a cabinet.
4. During a lockdown, we ensure that all the children are inside the building and that they are accounted for. After the class teacher has taken the register, any child not present will be notified to the Headteacher/Deputy Headteacher by text or email. The Headteacher/Deputy Headteacher will then check to see if another member of staff has reported having that child within their class.
5. Children or support 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.

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If you have a child who does not belong to your class, please text or email this information to the Headteacher and Deputy Headteacher immediately after you have finished registration.
6. All children are to be positioned away from possible sightlines from external windows/doors. Staff are to support children in keeping calm and quiet. All staff in school know their designated zones from previous training practice.
7. In the event of the need to call the emergency services, the Headteacher/Deputy Headteacher/Office Staff will dial 999 and request the emergency service required. Although, all members of staff will have their mobile phones with them to enable anyone to call the emergency services as necessary.
8. During lockdown, the Headteacher/Deputy Headteacher will be in regular communication with staff via text/email so that they can give the right messages to all.
9. During lockdown, the office staff will contact parents to advise that it was taking place (via Parent App and the school website) and urge them not to come to or call the school. This is because it may endanger parents or block our telephone lines to the services that we may need to help us.

NO ONE SHOULD MOVE ABOUT THE SCHOOL
10. The 'All clear' signal will be given in person to each class using an agreed password by the Head or Deputy as staff and pupils are familiar with their voices. This is changed on an annual basis.
11. When we receive the 'All clear', the office staff will notify parents of this via Parent App and the school website.

Staff Roles:
1. School Business Manager to ensure that her office is locked and police called if necessary.

2. Headteacher to lock the front door and hall door. Deputy Headteacher to lock external class door is closed. Class Teachers to lock all external doors within their classrooms.

3. Individual teachers/ TAs lock/close classroom door(s) and windows. 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 - 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.

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Lock down drills

Lock down practices will take place on a termly basis 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.